

Child of God, Saint Peters Director of Music Ministry

Direct Report to: Pastor/School Administrator

Classification: C – Support Staff

Purpose: To serve the ministry by developing, coordinating, and administering an effective and well-rounded music program and providing leadership to and supervision of staff members and volunteers involved in the ministry.

Primary Duties and Responsibilities – Church Ministry:

1. Consult with the pastor regarding the theme of each worship service, special program, selection of hymn and choral music.
2. Recruit, and direct vocalists and musicians for worship including Sunday morning song leaders and Church Choir
3. Train members for leadership and encourage participation in worship
4. Organize and supervise recruitment of members into the music program
5. Supervise accompanists and musicians
6. Prepare recorded/live music to lead congregational singing in weekly worship
7. Supervise the Audio/Visual team in producing quality worship, with the possibility of audio and video recording
8. Edit/format weekly printed worship bulletins
9. Edit/format weekly digital PowerPoint slides
10. Select and purchase music, worship and music resources, organize the services of outside instrumentalists, musical instruments and equipment
11. Plan music and set schedule and lead rehearsals for ensembles (choir/handchimes) (currently Christmas/Easter services)
12. Plan trips, concert tours, retreats and workshops
13. Prepare appropriate music for special services (i.e. Lent and Advent midweek services, weddings/funeral services)
14. Develop and supervise the maintenance of a music library and online resources
15. Prepare articles and notifications of community music events for the weekly Enews
16. Administer the work of the Music Department by encouraging teamwork and mutual support, and provide leadership and nurture staff members/volunteers involved in the

department

17. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly
18. Work with appropriate committees, officers, and leaders to carry out the music ministry of the church
19. Attend monthly board meetings as a resource and for informational purposes
20. Represent the church by serving on appropriate committees and community organizations
21. Cooperate with the pastor by performing any other duties when asked to do so

Primary Duties and Responsibilities – School Ministry

1. Prepare, Teach, and Assess general music education classes for Kindergarten - 8th grade twice per week
2. Prepare, Teach, and Assess 6th-8th grade fine art elective (theater, etc) once per week (as yearly census/need directs)
3. Plan, organize, and direct concerts, festivals, musicals, dramas
 - Prepare recorded/printed music for performance/class use
4. Attend regular staff meetings and retreats
5. Supervise the purchase and maintenance of musical instruments
6. Plan and direct monthly Sunday worship performances for Kindergarten-8th grade
7. Coordinate with Early Childhood teachers for Christmas program and other special services specific to Early Childhood Department
8. Plan and implement weekly Music and Movement classes for Early Childhood classes
9. Coordinate with the strings teacher for the schedule of rehearsal space and performance events.

10. Support weekly chapel services

- Set and maintain schedule (Teacher and Guest speakers, Classroom Student Leaders and A/V support)
- Prepare and lead student Praise Team members (5th-8th Gr.)
- Edit/format PowerPoint Slide deck

11. Plan and direct Christmas programs

- Choose program and direct rehearsals and service
- Prepare recorded/printed music for accompaniment/class use

12. Plan and direct Spring Concerts

- Choose program and direct rehearsals and performance
- Prepare recorded/printed music for performance/class use

13. Provide timely communications with parents about student progress and music ministry events

14. Develop and supervise the maintenance of a music library and online resources

15. Share the Gospel message through the music program and equip students to do the same



Child of God
LUTHERAN CHURCH & SCHOOL