

Union Lutheran Church

Position Title Director of Music Ministries

Position Type Part-Time

Supervisor Pastor

Position Description

The Director of Music Ministries manages the music program of Union Lutheran Church for the glory of God and consistent with the high standards and traditions of the Lutheran Church. Primary responsibilities include direction of the Adult Choir, Youth Choir, Belles & Beaus Handbell Choir, Youth Handbells; and meeting regularly with the Pastor to plan and develop worship service liturgies.

Duration of Position

This position will be a contract part-time position. The initial probationary period will be one year. It may or may not be a contracted position. During the probationary first year of employment, the incumbent will have a mentor assigned to provide guidance for success. Monthly contact with the mentor is required.

Specific Duties and Responsibilities

A. Music Leadership and Liturgical Support

1. Plan and coordinate the music program, providing leadership and resources to the Organist, choirs, and other musicians.
2. Direct weekly music rehearsals for the Adult Choir and conduct this choir for worship services. Direct weekly rehearsals for the Young Kids Choir, and various handbell choirs and conduct them when they present musical offerings. In addition, prepare choir(s) for special services throughout the Church year.
3. Actively recruit, rehearse, and utilize soloists and musicians from within and (as budget allows) outside the congregation.
4. Coordinate schedules for all choirs and ensembles participating in worship services.
5. Arrange for and schedule appropriate music for worship during summer worship schedule.
6. Arrange accompaniment for rehearsals or worship if the need arises.
7. Direct music for summer Bible School as appropriate.

B. Administrative Responsibilities

1. Supervise overall music program and secure an organist when necessary.
2. Manage all volunteer music leaders (with assistance from Pastor).
3. Attend and participate in Staff meetings when possible.

4. Obtain copyright permissions as needed.
5. Manage communications for the music program, including publicizing information in all UELC media outlets, and communicating necessary music details (titles composers, copyright information, lyrics) for bulletin insertion to church office staff by Wednesday of each week.
6. Manage the music library including all choral, liturgical and instrumental music.

Education, Skills and Qualifications

1. Bachelor's Degree in music, or equivalent education and applicable music experience.
2. Demonstrated knowledge of Lutheran/catholic theology, liturgical practice, and the proper use of music in worship.
3. Demonstrated teaching skills and ability to work with non-music reading choir members.
4. Demonstrated ability to teach young children and effectively work with middle and high school aged youth as they develop musical skills.
5. Experience and competency directing adult choirs.
6. Ability to work as a team player with staff and congregation leaders.
7. Strong organizational, leadership, people and communication skills.
8. Enthusiasm for the church, its people and its music.
9. Proficient accompanying on piano and/or organ.

Union Lutheran Church has high musical standards but values participation over perfection so the ideal candidate will also possess good communication and people skills. Compensation commensurate with experience. Musical presentations should be viewed as offerings rather than performances.

Submit resume to: office@ulcsalisbury.org

Union is conducting a search for a Part Time Director of Music Ministries and a Part Time Church Organist. We are open to the same person filling both positions.