

First Lutheran Church

POSITION DESCRIPTION

Position Title: Director of Music and Worship, Part-Time, Hourly (up to 20 hours/week; schedule negotiable)

DATE: June 2026

PAY RATE: \$18-\$25/hour

REPORTING RELATIONSHIPS

Position Reports to: Co-Lead Pastors and Personnel Team

POSITION PURPOSE

The Director of Music and Worship will provide leadership, vision, and passion for all worship and music ministries at First Lutheran Church. This position will challenge and stimulate the congregation by finding ways to engage people of all ages and backgrounds in the church's music, worship, and liturgical arts. It is the intention of this position to be one that is a dynamic, evolving vocation that seeks to proclaim God's Word and celebrate God's sacramental presence.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Worship Planning & Leadership

- Collaborate with Co-Lead Pastors to plan worship services, including hymn selection and liturgical elements
- Select and integrate appropriate liturgy and creative arts (e.g., music, drama, dance, visual arts) into worship
- Arrange for special music and seasonal worship elements
- Support Sound Offering needs as required

Music Program Coordination

- Schedule music ensembles, organists, and accompanists for worship services
- Coordinate rehearsal schedules and space usage in collaboration with the Director of Communications
- Direct or support select ensembles as needed (e.g., high school instrumental groups)
- Recruit, develop, and support musicians and vocalists of all ages
- Interview and recommend to the Personnel Team for hire: organists, pianists, directors, and other music staff
- Meet regularly with ensemble directors and accompanists

Operations & Administration

- Maintain and coordinate care of instruments (pianos, organ, bells, clavinovas), including tuning and repairs
- Oversee choir robes and worship-related materials
- Coordinate setup and teardown of worship-related equipment (e.g., microphones, stands, tables)
- Review and submit accompanist and musician timesheets
- Participate in Worship Life meetings
- Coordinate with Visual Arts Ministry team

Music Library Management

- Oversee and maintain the church's music library for all ensembles
- Order, organize, and catalog music selections
- Prepare music for use, including labeling, numbering, and assembling folders for rehearsals and services

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Copyright Compliance

- Ensure all music used complies with copyright laws
- Prepare and submit required copyright reporting

Technical Coordination

- Maintain working knowledge of sound and media systems
- Coordinate with the Imaging Team for maintenance, repairs, or upgrades

Community Engagement

- Plan and coordinate music events that connect the congregation with the broader community
- Maintain working knowledge of area instrumentalists to secure additional musicians for worship services as needed
- Arrange for guest musicians and special performances

OTHER RESPONSIBILITIES

- Other duties as assigned.
- Potential to serve as director for select music groups.

SUPERVISORY RESPONSIBILITIES

- Volunteers
- Ensemble Directors
- Accompanists

QUALIFICATIONS / REQUIREMENTS

Education / Experience	● Versatile with an understanding of various musical instruments and vocal music. ● Musical proficiency – strong vocal and/or instrumental skills ● Keyboard skills preferred ● Experience coordinating and leading music ensembles. ● Familiarity with liturgical traditions and the church year ● Proficient computer skills.
Knowledge / Skills	● Communication skills that are effective and grace-filled when working with a variety of staff, congregants, and volunteers. ● The ability to lead others. ● Knowledge of traditional and contemporary worship styles. ● Detail oriented and reliable.
Language Requirements	● Fluent with the English language both in its written and oral forms.
Mathematical Requirements	● Abilities to add, subtract, multiply and divide.
Physical Demands	● Regularly required to see, hear, stand, walk, climb, balance, kneel, and stoop. ● Ability to lift up to 30 pounds.
Attendance	● Regular and reliable attendance is an essential requirement. ● Involves evening and weekend hours as necessary to support programs