

Director of Music and Liturgy

Advent Lutheran Church

Title: Director of Music and Liturgy

Status: Part-time

Benefits: Workers' Compensation coverage

FLSA: Exempt

Reports to: Pastor

Supervises: any contracted or volunteer guest musicians, choir director(s)

Job Description

The Director of Music and Liturgy leads the music ministry of Advent Lutheran Church. This includes working with the Pastor, staff, and lay leaders to develop a music ministry for worship services and special events that is congregational, eclectic, and excellent (see addendum #1).

Essential Functions

The Director of Music and Liturgy shall:

- Provide musical leadership for Sunday worship and other special worship events
- Consult with the Pastor, worship planning team, and other interested parties to plan themes for all worship services, especially for hymn selection and scheduling/selection of special music; Includes weekly worship planning meetings with the Pastor
- Work with the Pastor and others to drive innovation in the congregation's music ministry, seeking out alternative worship styles and formats; Participate in continuing education opportunities to gain new ideas and expertise
- Act as rehearsal pianist and accompany choir and other musicians in support of the congregation in its worship
- Promote the principles of Renewing Worship (see addendum #2)
- Ensure the proper maintenance of musical instruments, keeping them in good playing condition; Manage relationships with external service providers such as piano tuners and organ technicians
- Monitor copyright restrictions and ensure appropriate licensing is maintained
- Encourage church members' participation in the music ministry of the church by recruiting and organizing volunteer song leaders, instrumentalists, vocalists, and choir members
- Work with the Church Administrative Assistant and Pastor to ensure accurate information is printed in the worship bulletins and other printed materials; Submit content for the Herald/ Constant Contact
- Attend all meetings of the worship planning team; Attend Executive Committee and Church Council meetings when required or appropriate; and Attend staff meetings
- Manage & prepare annual Worship & Music budget, in coordination with the Advent Worship & Music Committee

Minimum Qualifications

1. Minimum of 5 years experience as a church organist
2. Bachelor's degree in music, church music, or other related degree preferred
3. Demonstrated knowledge of and experience with Lutheran theology, Lutheran liturgical practice (especially the liturgies of the Evangelical Book of Worship), and Lutheran use of music in worship; working knowledge of world music, and music from other traditions is preferred
4. Demonstrated skill and competency at the keyboard, particularly organ and piano, and at accompanying and conducting vocal ensembles
5. All employees must uphold Christian principles and the values of Advent Lutheran Church

Core Competencies

Spiritual Maturity. Nurtures a Christian foundation by exhibiting Christian values, which should be evident in relating with congregation members, staff, and others; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; is able to articulate a clear theology, especially as it relates to music ministry and worship

Worship Leadership. Designs and facilitates relevant and inspiring worship; combines elements of theology, music, and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship

People/ Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details

Flexibility & Creativity: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air or change at the last minute; can comfortably handle risk and is willing to try new things; employs creativity to introduce new ideas

Other Responsibilities/ Requirements

This is a part-time, year-round, salaried position. The Director of Music and Liturgy is expected to work as many hours as needed to perform the above responsibilities. It is anticipated that this will average about 16-20 hours per week, including worship time.

The Director of Music and Liturgy is expected to attend worship services each Sunday, as well as any mid-week services, Christmas Eve, Christmas Morning, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, and other special services.

The Director of Music and Liturgy shall be permitted 2 Sundays off each year. Special prior permission is required for absences on major church holidays, including Holy Week and Christmas.

The Director of Music and Liturgy shall give written consent to a criminal background check, which is required for all staff at Advent Lutheran Church.

Salary & Other Compensation

The Director of Music and Liturgy will be compensated at a rate as determined in the yearly Church budget as commensurate with experience.

The Church will reimburse the Director for all reasonable out-of-pocket expenses.

Benefits: Four floating holidays per year
Four vacation days per year

I, _____, accept this job description, and will comply with the duties and responsibilities expressed within.

Signed _____ Date _____

Addendum #1: Goals for Music

(Adapted from Thomas G. Long's *Beyond the Worship Wars*; taken from a May 2006 job description)

We desire a music ministry that emphasizes congregational music that is both excellent and eclectic in style and genre.

Congregational: We believe the congregation is not an audience listening to a performance by the choir or organist. When choirs are involved, there is not a feeling that the service has come to a halt while the choir “does” an anthem. Rather, the choral music falls naturally into the flow of worship. The choirs advance the movement of the service and give voice to thoughts and emotions shared by the whole congregation. Thus, the congregation does not listen to the music; it listens and worships *with* it.

Excellent: To be truly excellent, music in worship must pass two tests: functional and internal. The music of worship should be good music as measured by inherent musical standards, and it should be effective music as measured by how well it actually works in a given congregation to give voice and expression to praise. A musician should begin with where a congregation is, but not leave them there.

Eclectic: If we think of the repertoire of church music as a spectrum, from traditional at one end of the scale to contemporary and *avant-garde* at the other, most congregations draw vertical lines defining their desired bandwidth. “We do this kind of music, but not those kinds,” they say. We at Advent Lutheran Church wish to draw not vertical lines, but a horizontal one. Above the line is excellence, below the line is inferior music, and we seek musical excellence across a broad range of musical idioms. Within that expectation, we wish to promote an ethic of tolerance and mutual participation. We expect people to sing music they do not necessarily like for the sake of the unity of the body.

Addendum #2: Renewing Worship Principles

(Selected from the ELCA Renewing Worship: *Principles for Worship*)

M-3: The assembly's song is central. Music is a communal and relational activity. The assembly is the primary musical ensemble, and its song is the core of all music in worship.

M-4: Musical expression is varied. A healthy tension between simple and complex music enriches the worshipping assembly.

M-7: Music serves the word of God. Music serves the word of God by bearing it in audible patterns and forms. Music proclaims and illuminates God's word, helping it resonate in the hearts and memory of the community and the individual.

M-11: The choir serves the assembly. Choirs lead, teach, and proclaim within the assembly.

M-14: Music serves the unity of the church. The church's song embraces traditions from other times and places throughout the world as well as the particularity of a specific congregation in one time and place.

M-15: Music expresses cultural diversity. Music of many cultures, revealing the wonder of creation in its great variety, is available for use in worship.

M-17: Music serves God's mission. The assembly is gathered and sent out in song, bearing the witness of Christ to each other and all they encounter. Through music, the Holy Spirit empowers the assembly to participate in God's mission to the world.