

ZION EVANGELICAL LUTHERAN CHURCH
Landisville, PA
Job Description

Title: **Director of Music & Worship Arts (DMWA)**
FLSA Status: Full time. Exempt
Reports to: Senior Pastor
Supported by: Worship & Music Team, Parish Administrator, CFYM Director
Reviewed/Updated: January, 2018
Council Approved: January 15, 2018

Summary

The primary responsibility of the **Director of Music & Worship Arts** at Zion is to shape, plan and program the musical and worship arts life of the congregation, according to the basic tenets of Lutheran liturgy. Worship Arts includes Music, Drama, Dance, Poetry, Video and Audio. This process involves the ability to work closely and in cooperation with the Pastor, Worship and Music Team, and various other groups whose input and advice may be necessary, depending on need.

Specific Responsibilities

- Plan, select, direct and perform weekly musical elements at all church services (traditional and contemporary), including hymns/songs, pre- and post-service music, and all choral, solo, and instrumental offerings.
- Coordinate with input from Worship and Music Team to develop a quarterly plan for music and other worship arts elements to Worship & Music Chair.
- Collaborate with Pastor to ensure music and worship arts selections align with the liturgical season, theme, sermon content and/or scripture readings.
- Collaborate with worship technology assistant to prepare, review and ensure accuracy of video content for worship services.
- Supervise the worship technology assistant in identifying and recruiting, forming an audio-video team with responsibility for running all audio-video components during the worship services.
- Identify and recruit talent within the congregation to form musical groups.
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 - Musical groups may include: Worship Leaders, Adult Choir, Children's Choir, Praise Band for contemporary worship service, and other instrumental, vocal or solo groups as congregational talents dictate
- Identify and recruit talent within the congregation to provide other worship arts components for church services.
- Schedule and maintain a rehearsal schedule for music and worship arts groups.
- Identify and schedule person(s) to act as substitute musician(s) for Sundays he/she is on vacation or is otherwise unable to serve.
- Be available for weddings, funerals and memorial services. The DMWA *shall be compensated for those additional hours outside the normal work week by the requesting parties at a pre-determined approved rate as stated in the wedding and funeral policies of Zion.*

General Responsibilities

- Prepare annual written budget for video, music and worship arts supplies, maintenance of musical instruments, supply musicians and guest soloists and groups.
- Track expenses and function within the allotted annual budget.
- Maintain the church music and worship arts library.
- Arrange and oversee maintenance of the musical instruments (pianos, organ, etc.).
- Provide monthly written reports to Council.
- Attend all scheduled staff meetings.
- Attend monthly Worship and Music Team meetings

Training and Experience

- Bachelor degree in music or related field - or related experience in musical performance
- Minimum three years of worship planning and leadership experience preferred
- Experience organizing/developing volunteers
- Experience with worship in liturgical and contemporary settings preferred.

Core Competencies

- Demonstrated proficiency on church organ, piano and keyboard to the satisfaction of the Congregational Council and the Worship & Music Team.
- Ability to develop musical content for both traditional and contemporary services.
- Ability to lead vocal groups.
- Ability to lead instrumental groups.
- Interpersonal relational skills with youth, parents, staff and community
- Excellent oral and written communication skills
- Excellent organizational skills
- Demonstrated integrity and trustworthiness

Hours

This full time position of at least thirty (30) hours per week requires availability to work on Sunday mornings and during all scheduled worship services; attend weekday evening meetings relevant to the position, and all scheduled staff meetings. Other hours are flexible. This position is salaried and exempt from overtime requirements.

This staff person adheres to all guidelines included in the Zion Evangelical Lutheran Church Employee Handbook.

Approved by Council: _____ Authorized Signature: _____
(Date)

Specific Requirements and Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. POSITION REQUIREMENTS						
<i>To comply with the Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the following conditions of the Essential Job Duties. Please check all that apply.</i>	F	R	E	Q	U	E
• PHYSICAL						
Sit	✓					
Stand	✓					
Walk	✓					
Push/Pull		✓				
Bend		✓				
Squat/Kneel		✓				
Twist (i.e. unload truck, supplies, etc.)		✓				
Vision (prepare documents, inspect products, operate machines)	✓					
Hearing (able to hear normal conversation)	✓					
Repetitive motion using wrists, hands, and/or fingers	✓					
Reach above shoulder level		✓				
Finger dexterity to type, pick up small objects, etc.	✓					
Carry/Lift Light (up to 10 lbs.) Almost all office jobs	✓					
Moderate (10-50 lbs.)		✓				
Heavy (over 50 lbs.)			✓			
Climb Ladder			✓			
2. Hand to Skin contact						
ADDITIONAL QUALIFICATIONS						
Knowledge of related computer applications						
Type 50 words per minute						
Shorthand/Transcription						
*Operate basic office machines						
Active driver's license						
Willing & able to work additional time						

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Additional functions and requirements may be assigned by Supervisors as deemed appropriate. **Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.**