

# Director of Music Ministries

Grace Lutheran Church  
705 W. State Street  
Fremont, OH 43420  
Time Type: Part-Time

## Job Description:

Title: Director of Music Ministries  
Reports to: Senior Pastor

### Overview

The Director of Music Ministries is to lead musicians and the congregation to grow as disciples of Jesus Christ through music, worship and fellowship. The Director must be creative, energetic, flexible and open to all types of music along with having a growing Christian faith. The Director will inspire and drive growth and variety of music initiatives; and must be able to work independently and prioritize workload.

### Job Functions

- Direct all music functions of Grace Lutheran Church in Fremont, Ohio as an active member of the church's leadership team
- Work closely with the Pastor and the Worship Committee by actively participating in the worship planning to select and coordinate all worship music activities for all services throughout the Christian year
- Provide service music on Saturday evenings, and two services on Sunday mornings and other planned worship services or events
- Provide appropriate music for services on Christmas Eve, Ash Wednesday, Holy Week, evening Advent services, evening Lenten services and other special services as requested
- Collaborates and assists with continued development of newly formed monthly Contemporary Service
- Provide leadership and support only to coordinate the following:
  - Choir Director for Chancel Choir and Bell Choir
  - Lay Volunteer Director(s) of two Children's Choir
  - Lay Volunteer Director(s) for the annual Children's Musical
- May be need to attend regular meetings of the Church Council
- Help to create new level of choral performances using outside resources such as college choirs.
- Lead special ensemble performances for major holidays especially for Christmas and Easter
- Maintain the music library and supervise the maintenance of all instruments (organ, pianos, keyboards, hand bells, etc.
- Determine and submit the annual budget requirements for the music program and administrate the expenditures of the approved budget
- Perform all other duties as assigned –funerals, weddings, etc.

### **JOB REQUIREMENTS**

#### Basic Qualifications

- Bachelor of Music degree preferred
- Keyboard skills: organ required, piano required

### Additional Qualifications

- Oversee maintenance of 1941 Aeolian Skinner organ and Steinway grand piano.
- Must be able to build and maintain relationships through effective communication
- Demonstrated knowledge of Lutheran theology, liturgical practice, and use of music in worship
- Understand or have the ability to learn guiding laws regarding music (i.e. copyright, recording, etc. CCLI)
- Strives to maintain professional, cooperative, and respectful relationships with leadership team and members of the congregation
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions

### Work Environment

- Working hours are some daytimes, evenings and weekends – Sunday mornings and other times as required; the workweek will be negotiated as the position requires

### **JOB QUALIFICATIONS:**

- Bachelor of Music degree in organ or church music preferred
- A minimum of three (3) years of experience performing church music - both traditional and contemporary

### **POSITION INFORMATION:**

Job Title: Director of Music Ministries

Time Type: Part-Time

Job Category: Christian Music / Christian Musician

Salary: Negotiable

Organization Type: Church

Denomination: ELCA-Evangelical Lutheran Church in America

Worship Style: Traditional and Blended

Church Size: 750 - 1000

### **CONTACT INFORMATION:**

Organization Name: Grace Lutheran Church

705 W. State Street

Fremont, OH 43420

419-332-1558

Contact: Pr. Jody Rice