

**Director of Worship & Music Job Description**  
**St. Mark's Lutheran Church, North St. Paul, Minnesota**  
**May 2023**

**Reports to:** Lead Pastor

Hours: 40 hours/week

**Responsibilities include:**

**A. Plan and coordinate worship in collaboration with the pastoral staff. Cultivate and develop a vibrant music ministry that promotes and encourages congregational participation.**

**B. Plan and lead worship**

1. Participate in the creative planning of content for Sunday, Wednesday and special services, and other musical activities with the pastoral and music staff, both paid and unpaid.
2. Develop, schedule and lead musical teams and ensembles for services. Educate musicians participating in the program; recruit and facilitate participation from all age groups within the congregation.
3. Hold weekly rehearsals for the various musical groups. Hold special rehearsals as needed for brass and wind ensembles that play for occasional services.
4. Lead congregational singing, using the grand piano or organ for worship, or direct those who do this.
5. Hire and coordinate musicians for festival services, including Holy Week services and Christmas.
6. Make available new resources and ideas to program participants.
7. Communicate faithfully with the Lead Pastor and staff, and attend all meetings as needed.
8. Participate in the life and ministry of the church.
9. Maintain professional competency by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and reading professional journals.
10. Oversee the hiring of instrumental musicians and vocal soloists within the music department budget.
11. Provide or arrange for music at weddings and funerals as needed.

### **C. Provide Administrative and Financial Oversight**

1. Work with pastoral and administrative staff to monitor and manage the financial aspects of the ministry.
2. Regularly monitor expenditures and prepare yearly budget.
3. Maintain the music library and purchase music for choirs and ensembles within the music ministry budget.
4. Report to the Lead Pastor and Church Council the condition and needs for the maintenance of the organ, pianos and handbells and schedule maintenance and repairs (as needed) in accordance with St. Mark's financial policies.
5. Obtain required IRS documents for guest musicians.
6. Other duties as assigned.

#### **This position requires the following skills:**

- Appreciation for Lutheran theology and its expression in worship, both within the construct of liturgy and contemporary worship styles.
- Ability to lead dynamic, joyful, organized choir rehearsals
- Passion for, and commitment to, engaging the congregation and helping them to worship through music
- The ability to interact with a variety of personalities and roles
- Administrative precision and attention to detail
- Ability to work across the generations, in particular to provide a supportive and encouraging environment for young and emerging musicians
- Appreciation for a broad range of worship styles
- Desire to work as a team member with the St. Mark's staff

#### **QUALIFICATIONS:**

- **A minimum of a Bachelor's Degree in choral conducting, organ, piano and/or vocal music direction, (church music or education preferred).**
- **Proficiency in piano and/or organ performance**
- **Prefer 3-5 years' experience in conducting choral, handbell and/or instrumental ensembles, as well as leading contemporary worship ensembles.**

