

# Faith Lutheran Church

## Position Description – Contemporary Worship and Music Leader

### **Position Purpose:**

This position serves as a spiritual leader of the church and is responsible for developing and leading the contemporary worship and music ministry for Faith Lutheran Church, in consultation with the Senior Pastor, Worship and Music Committee and other music team members, in a way that is consistent with the mission, values, and theology of the church.

### **Position Classification:**

This is a part-time position classified as a ministerial/religious worker not covered by the Fair Labor Standards Act and not entitled to overtime or minimum wage requirements.

### **Position Responsibilities:**

#### Religious Duties/Teachings

- Lead or assist in leading worship and special services and prepare/present messages
- Lead or assist in leading prayers and devotions
- Serve as a messenger/teacher of the faith by conveying Christ's message and carrying out the mission of the church
- Knowledge of and ability to share and support Christian discipleship and ELCA doctrine and theology
- Other duties as assigned

#### Worship and Music

- Direct and lead weekly rehearsals of contemporary service musicians, including instrumentalists and vocalists
- Depending on the contemporary music selections and arrangements, which may vary:
  - Serve as lead vocalist, or assign lead vocalist, as applicable, to lead the congregation in singing
  - Serve as lead instrumentalist, or assign lead instrumentalist, as applicable, to support musical selections
  - Determine desired make-up of musicians for musical selections, including instrumentalists (such as guitar, piano, bass, drums, etc.) and vocalists
  - Serve as accompanist, or assign accompanist, as needed, for soloists
- In consultation with the Senior Pastor, Worship and Music Committee, and other music team members, recommend, creatively plan and provide music for Sunday's contemporary worship service (currently held at 10:30 AM), and other special contemporary worship services, that support the lessons of the church cycle and incorporate different styles of music into contemporary services

# Faith Lutheran Church

- Provide input to and receive direction from the Worship and Music Committee regarding musical needs for the contemporary worship services, and attend Committee meetings as requested and subject to availability
- Oversee all aspects of the contemporary worship experience, including development of the worship service PowerPoint presentations, sound system/mic requirements, lighting, decorating, etc., communicating information to and working with other staff members and volunteers as needed
- Work with the tech team to learn and understand basic functionality of the sound board and system, including knowing how to turn it on, how to operate basic functions, how sound is mixed, how to conduct sound checks, etc.
- In coordination with the Traditional Worship and Music Coordinator:
  - Promote Faith's worship and music ministries through newsletters, bulletins, church website, Facebook, etc.
  - Develop strategies for growth of Faith's worship and music ministries, including the recruitment of musical groups and volunteers, such as inter-generational opportunities, ecumenical and community outreach, concerts, worship team or choir swaps, etc.
  - Plan special events and services
  - Work with staff members and volunteers to provide opportunities for Sunday School children, Confirmation & Senior High youth and other musical personnel and groups to participate musically in contemporary worship services
- Recruit musicians for contemporary worship and special services, both paid and unpaid (including instrumentalists, vocalists and soloists), and assist in selection of music, as needed
- Develop and keep current a repertoire of appropriate contemporary music for worship settings
- Maintain contemporary music library with up-to-date database
- Distribute, collect and file contemporary music
- Other duties as assigned

## Managerial/Administrative

- In consultation with the Business Administrator:
  - Assist in preparing an annual budget for contemporary worship and music
  - Oversee contemporary worship and music budget/dedicated funds, including engaging paid musicians and ordering music
- As requested and subject to availability, attend weekly staff meetings
- Other duties as assigned

# Faith Lutheran Church

## Position Qualifications:

### Required

- Belief in Christian discipleship and ELCA doctrine and theology and the ability to teach others
- Previous music group leader experience
- Vocal proficiency to lead the congregation in singing and to demonstrate/teach vocal parts
- Professional quality instrumentalist suitable for contemporary worship services, such as guitar, piano, etc.
- Ability to perform in a wide range of styles of contemporary music
- Ability to recruit, evaluate and motivate musicians and volunteers
- Advanced proficiency in Microsoft Office (*e.g.*, Word, Excel, PowerPoint) programs and network-related programs

### Preferred

- Bachelor's degree in Music (performance or related discipline)
- Previous experience in church-related setting, including selection of music in support of liturgical themes
- Professional quality vocalist
- Proficient pianist (if the incumbent has this skill to serve as back-up pianist for traditional worship services)

## Position Reports to:

Senior Pastor

## Position Supervises:

Musicians (paid and unpaid) and volunteers

## Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must demonstrate Christ's love in relations with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills and Abilities:** This position requires dedication to the mission and ministry, strong belief in the church's teachings, analytical and artistic skills, and superior communication, organizational and coordination abilities. Employee

# Faith Lutheran Church

will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance his/her skill set.

- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner that includes a willingness to exemplify Christ. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; Christian values; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback the supervisor has collected from members of the governing committees or other teams, task forces, groups, etc. on which the employee serves
- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.