

Cross of Christ Lutheran Church
Minister of Music
Job Description

Cross of Christ Personnel Vision Statement:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships, which have their foundation in the love of Christ.

Job Description:

The Minister of Music will have the responsibility to manage and oversee the music ministry at Cross of Christ. To further the music programs within the church, it is our desire that this person be actively involved in the worship life of the congregation. The position is based upon 40 hours per week.

Job Prerequisites:

- A combination of experience or education equivalent to the successful completion of a Bachelor's degree in music
- Knowledge of liturgical worship and the Church Year cycle
- Experience and competency in choral direction
- Ability to work collaboratively with staff and congregation members

Duties and Responsibilities:

- Be responsible to the members of Cross of Christ and the Senior Pastor. For purposes of supervision, this individual shall report to the Senior Pastor.
- Submit and administer the annual budget requirement for the music programs.
- Participate with the church staff, pastors, and other leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed with the Supervising Pastor.
- Maintain professional competency by practicing, performing, attending continuing education opportunities, teaching workshops or seminars, and reading professional journals
- Keep regular office hours and attend weekly staff meetings
- Envision and develop a music ministry that is inviting to all members and visitors.
- Communicate any bulletin information to the church office as necessary.
- Plan and coordinate the various music programs, providing leadership and resources to the accompanist/organist, bell choir director, and any other music staff and volunteers.
- Participate in the planning of worship and other musical activities in the congregation.
This includes:
 - a. Work with pastoral staff to select hymns for services and major church events.
 - b. Organize/schedule a variety of instrumental/vocal/special music for worship
 - c. Coordinate and facilitate all necessary rehearsals
- Schedule all choirs, special music, and ensembles participating in worship
- Actively recruit and encourage participation from all age groups within the congregation
- Provide new program ideas and resources to participants and the congregation
- Lead occasional meetings (at least twice during the school year) with the organist/accompanist, bell choir director and any other music staff

- Participate in the Worship Team monthly meetings, which includes lay members and pastoral staff
- Have responsibility to see that the music library is organized and supervise the maintenance of all capital instruments
- Retain the ownership of any work composed, created, arranged, or otherwise modified by the employee, regardless whether the composition, creation, arrangement or modification was done during the term of this contract and/or at the direction of the church.
- Provide 30 days written notice if a termination of employment is requested.

Adult Choir (Soli Dei) director Duties and Responsibilities:

- Be prepared for all assigned worship events and rehearsals
- Select and conduct choral music that is appropriate for the (Soli Dei) Adult Choir, and conduct weekly rehearsals
- Prepare and schedule the choir to sing approximately every Sunday during the school year.
- Develop programs that will encourage and instruct choir members in proper choral technique and musicianship.
- Organize and schedule periodic special instrumental and vocal music to participate with the choir. Schedule special music rehearsals as appropriate.

Children and Youth Music Ministry responsibilities:

- Be prepared for all assigned worship events and rehearsals
- Select and conduct choral music that is appropriate for the children's and youth choirs
- Prepare and schedule the choir to sing on a regular basis during the school year
- Develop programs that will encourage and instruct choir members in proper choral technique and musicianship.
- Assist with leadership of music for Sunday School opening

Proclaim Praise Team responsibilities:

- Be prepared for all assigned worship events and rehearsals
- Lead weekly rehearsals
- Select and provide leadership for music that is appropriate for the Team and their leadership of worship

The Church Shall:

- Compensate Minister of Music at a salary commensurate with experience (paid monthly)
- Provide a yearly continuing education allowance (Receipts or invoices for events attended must be given to the treasurer for continuing education reimbursement)
- Provide for the proper care of instruments/equipment. All required expenses should be included in the budget created by the Minister of Music.
- Provide 2 weeks paid vacation, including 2 Sundays
- Provide thirty (30) days advance, written notice to Minister of Music if the church wishes to terminate employment
- Provide an annual performance appraisal and collaboration on goal setting