

**St Paul Lutheran**  
**110 Indian School Road NE**  
**Albuquerque, NM 87102**  
**PO Box 25001**  
**ABQ, NM 87125**

**Job Description:** Director of Music Ministries  
**Reports to:** Senior Pastor  
**Accountable to:** Congregation Council  
**Overtime status:** Exempt (part-time position)  
**Date created:** 01 June 2009  
**Date revised:** 06 June 2018

**PURPOSE OF THE POSITION:**

The Director of Music it's responsible for developing and managing the Music Ministries at St. Paul Lutheran Church. The Director of Music is to lead, seek out, encourage and coordinate the gifts of music to enrich the worship and spiritual life of the community of believers. This includes music leadership for the regular Sunday morning worship service, special seasonal worship services, and choir rehearsals as well as participation in weekly staff meetings. **This is a 15 hour per week position.**

**DUTIES:**

- Direct the Senior Choir for Sunday services as scheduled, and lead weekly rehearsal. Additional services have traditionally involved the Senior Choir on Ash Wednesday, Maundy Thursday, Thanksgiving Eve, and Christmas Eve.
- Coordinate and/or provide music at other services - e.g. 8 midweek Lenten or Advent services or other special services based on need.
- Participate in the Worship and Music Committee and Worship Planning group meetings. Assist with coordination of music program by communicating needs to Pastoral leadership and Worship and Music Committee.
- Supervise other music staff including acquiring the services of outside musicians, guiding and providing evaluation. This includes but is not limited to organist, choral assistants, and other contracted musicians. Coordinate extra instrumental musicians for services as deemed appropriate.
- Provide oversight and coordination of youth music program.
- Provide music for Youth Faith Formation and Worship Adventures.
- Coordinate purchase of music materials for the ministry within budgetary guidelines and ensure maintenance of the choral music library.
- Arrange for substitute music director while not able to be present. Payment for substitutes beyond the four weeks of PTO provided is pro-rated from Music Director/Senior Choir Director compensation.
- Coordinate maintenance of musical instruments.
- Sere as back-up accompanist (or arrange for one) if the organist or assistant organist it's unable to cover for social services or congregational meeting where music is desired.
- Coordinate special music projects, e.g. combined choirs from other churches for a special service or performance and CD recording projects.

**ADDITIONAL EXPECTATIONS:**

- Provides input to bulletins for weekly and special services on a timely basis and with accurate attention to detail.
- Creates articles for and shares information through the monthly newsletter.
- Shares calendar and other choir-related information through appropriate means of distribution.
- Is open to leading new styles of worship and music that the congregation may choose to adopt.

- Promotes St. Paul music-related events through the design and distribution of materials such as letters, flyers, newspaper announcements, and other Church communications for music-related events.
- Annually participates in church music association events as well as continuing education designed to build, improve, and strengthen the Director of Music's church music program leadership skills. Up to one week of PTO (at 15 hours/week) is provided for participation in these events and/or continuing education opportunities.

#### **EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree or professional equivalent in appropriate area of music (Church Music, Vocal Performance, Music Education - vocal emphasis, Church Music, etc.) is preferred.
- Two years successful experience in a church music setting.
- Master's Degree or professional equivalent in appropriate area of music (Vocal Performance, Music Education - vocal emphasis, Church Music, etc.) is preferred.

#### **INTERPERSONAL SKILLS:**

- Ability to develop community among choral and instrumental musicians of all ages.
- Ability to maintain calm and patience in a busy environment.
- Ability to work on a team, creatively problem solve, be self-motivated and work unsupervised.
- Ability to multi-task, set priorities and adapt as needed, work and communicate well with staff and volunteers.
- Must be able to support the Mission Statement of St. Paul Lutheran Church.
- Willingness to learn new tasks.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises the work of the church organist and all paid choral assistants.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Legal and valid driver's license.
- Satisfactory background check for fiduciary responsibility and working with children.

#### **LANGUAGE SKILLS:**

- English ability to speak and write.
- Spanish skills helpful but not required.

#### **PHYSICAL DEMANDS:**

- Ability to lift/move boxes up to 40 pounds and navigate stairs to choir loft without assistance.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **COMPENSATION:**

Salary is dependent on education and experience, and is adapted from the American Guild of Organists guidelines. In addition, four weeks (at 15 hours/week) per calendar year are provided as paid time off. These must be arranged in advance and approved by the supervisor. The Director of Music Ministries is responsible for arranging substitutes to cover these absences. The fees paid for the substitutes are provided for in the congregation budget. Any absences beyond four weeks need to be approved by the supervisor. Compensation, if any, for these substitutes will be paid by the church and deducted from the Director of Music Ministries' pay.

**St. Paul Lutheran Church is a member of the Evangelical Lutheran Church in America.**

**Mission Statement: *St. Paul Lutheran Church as a community of faith in Jesus Christ, is radically welcoming, strives for justice, and loves its neighbors as itself.***