

Job Description

## **Contemporary Music & Worship Director**

MOUNT OLIVE LUTHERAN CHURCH LAKE HAVASU CITY, AZ 928-855-2299

**PURPOSE:** *The Director of Contemporary Music & Worship* provides leadership in the planning, coordination, preparation, presentation and evaluation of the weekly contemporary worship. He or she will provide this ministry under the leadership of the Senior Pastor; and in cooperation with the Contemporary Worship Committee, the Media Tech Director, the Chair of the Worship Board, the President of the Congregation, and other music leaders in the church (not necessarily the order of accountability).

**ACCOUNTABILITY:** *The Director of Contemporary Music & Worship* is directly accountable to the Senior Pastor with budgetary and reporting accountability to the Worship Board and the Church Council.

### **RESPONSIBILITIES:**

- 1) Meet on a regular basis with the pastor(s) in charge of contemporary worship service for the purpose of selection of congregational songs and hymns; and contributing to the planning of worship and music around sermon themes.
- 2) Identify, recruit, and train volunteer musicians and other worship participants who provide music, drama, readings, computer and sound system technologies in the contemporary service. This recruitment may include high school and post-high school aged youth and young adults; this may require communication and cooperation with church ministries and staff assigned to these groups.
- 3) Lead the weekly contemporary worship and music with energy, intelligence, imagination and love; lead and inspire congregational singing; verbally direct the flow of the worship service, including spoken liturgy.
- 4) Schedule and direct weekly rehearsals of a praise band (composed of volunteers) in preparation for their contribution in the contemporary worship service.
- 5) Provide personal leadership of congregational singing along with the praise band, other song leaders, and volunteers.
- 6) Coordinate media presentation during the contemporary worship service.
- 7) Determine annual rehearsal/service schedule for the praise band in cooperation with the Music Committee.
- 8) Work with the Music Committee in obtaining software, music and worship resources, and copyright permissions.

## **Other Terms of Employment:**

- 1) *The Director of Contemporary Music & Worship* job is a part-time position. A schedule of hours to be worked will be developed with the Senior Pastor.
- 2) The salary will be commensurate with experience.
- 3) Performance reviews will be held in compliance with the employee handbook.

## **QUALIFICATIONS** (not in order of priority)

**SINCERE FAITH AND CHRIST-CENTERED LIFE:** *The Director of Contemporary Music & Worship* shall be a Christian, who has a living walk with Christ, and a desire to exercise faith and service through this ministry position. Other attributes include: an ability to integrate and translate the congregation's biblical mission and purpose through the ministry of contemporary worship and music; spiritual giftedness; knowledge of the Word of God; ability to lead youth in worship is desired; ability to play guitar and/or keyboard, and vocal singing are preferred.

**PROFESSIONAL, TECHNICAL, AND ORGANIZATIONAL SKILL PLUS a WILLINGNESS TO LEARN:** *The Director of Contemporary Music & Worship* shall be a high school graduate with college and/or professional continuing education experience in worship and music ministry. This person shall have an ability to envision and develop worship objectives into manageable, tangible, and achievable goals. Knowledge of computer and sound system technology is helpful. There will be a need for administrative organization necessary for development of this ministry.

**INTERPERSONAL SKILLS AND DEVELOPMENT:** *The Director of Contemporary Music & Worship* needs an ability to relate well with people (both youth and adults); able to make decisions and delegate responsibilities to others. The director will have the responsibility to recruit musicians and performers, communicate ministry expectations, and, with the counsel of the pastor(s), shape the praise band or team so that ministry effectiveness is assured. This requires an ability of interpersonal communication. Required to interact and serve with the church pastor and staff, and be under the direction of the pastor(s). A background check is required.

**PERSONAL ATTITUDES:** A Spirit-filled winsomeness, friendliness; joy of life; caring for and loving others in Christ; a desire to share the grace, love, and life of Jesus Christ with others; a positive mental attitude of faith, hope, and love; a serving, glad, and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter / self-initiative imperative.

**DEPENDABILITY:** Loyalty and reliability, setting and meeting deadlines and goals; organizing; punctuality.

**DISCRETION AND CONFIDENTIALITY:** Trustworthiness.

**ADMINISTRATION:** Coordination with the pastoral and church staff and office; participation in regularly scheduled meetings with the pastor; participation in supervision or mentoring by an assigned pastor(s); regular communication with the church through the use of the bulletin, newsletter, and other channels; an annual report; occasional reports to the Worship Board; occasional letters, etc. Maintain hard copies and computer copies of records. With the help of the Worship Board: identify, train, and motivate adult and youth volunteers for contemporary worship and music ministries. Oversee financial accounting and use of funds, with the assistance of church Finance and Worship Boards.

**...AND OTHER DUTIES AS ASSIGNED.**

**We invite inquiries or resumes; an audition is required:**

***Mount Olive Lutheran Church, 2170 Havasupai Blvd, Lake Havasu City, AZ  
86403***

***Attention: Personnel Committee***

***Church office           928-855-2299***

***Email: [Pat@MountOliveOnline.net](mailto:Pat@MountOliveOnline.net)***

***Fax                           928-855-4925***