

## **Bethlehem Lutheran Church**

### **Job Description**

**POSITION TITLE:** Director of Worship and Music Ministries

**STATUS:** 20 hours per week

**POSITION REPORTS TO:** Senior Pastor

**POSITION SUMMARY:**

Bethlehem Lutheran Church (ELCA) of Bayport, MN is seeking a qualified Director of Worship and Music for 20 hours per week. Primary responsibilities include: Sunday worship (hymn leadership using organ and/or piano, ensemble direction), Wednesday rehearsals (adult choir, handbell choir, contemporary group), and worship planning. This also includes being available for weddings and funerals, for which there will be additional compensation. The compensation is \$19 an hour. This position is with the intention to fill by July 21, 2019. There is opportunity to combine with other open positions.

**DUTIES AND RESPONSIBILITIES:**

**1. Music Ministries - 10 hours**

- a. Chapel Choir – 2 hours
- b. Handbell Choir – 2 hours
- c. Bridge of Harmony (Praise Group) – 1 hour
- d. Practice – 5 hours

**2. Other Music Responsibilities – 3 hours**

- a. Maintain and Organize Music Library – 1 hour
- b. Miscellaneous – 2 hours
  - i. Worship and Music Action Team (WaMAT) meetings
  - ii. Fundraising events
  - iii. Communications
  - iv. Phone calls, emails, scheduling, networking, etc.
  - v. Monthly Newsletter/Midmonth update and announcements
  - vi. Oversee maintenance of musical instruments

**3. Worship Ministries – 7 hours**

- a. Worship Planning – 2 hours
  - i. Meet with pastor to plan worship, hymn selection and bulletin layout
  - ii. Select liturgies and plan music
- b. Youth and Families in Worship – 2 hours
  - i. Christmas and Advent programs
  - ii. Training to read and play instruments
  - iii. Music for Vacation Bible School

- c. Sunday Morning – 3 hours
  - i. Line up assisting ministers and readers
  - ii. Rehearse musicians as necessary
  - iii. Lead worship music for one service
  - iv. Music for Bethlehem Sunday School

**SKILLS AND QUALIFICATIONS:**

1. Bachelor's degree in music, church music, or other related degree preferred.
2. Demonstrated knowledge of Lutheran theology, liturgical practice and use of music in worship.
3. Demonstrated skill and competency at the keyboard, particularly organ and piano, and a working knowledge of other instruments. (i.e. hand bells, chimes)
4. Experience and competency directing music for adult choir, praise group, Sunday School children, and hand bells.
5. Ability to work well with others and participate collegially with staff members, pastors, and congregational leaders.
6. Basic computer operating skills for music library database and worship planning.

**CHURCH VISION AND MISSION STATEMENT:**

We are a Church in Partnership:

*With God*

*With Each Other*

*With the World*

**In Worship We Grow**

- *Our faith is fed by the Word and nourished at the table of the Lord.*
- *As a tree receives nutrients the roots.*

**In Stewardship We Care**

- *We faithfully manage the resources that God has given us.*
- *As the trunk supports the whole structure of the tree.*

**In Ministry We Serve**

- *We live out our love for one another in prayer, learning, fellowship, and service.*
- *As a tree produces fruit on its branches.*

**In Mission We Reach Out**

- *We reach out to our community and world with compassion and understanding.*
- *As a tree reaches out with its branches to share its fruit.*

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or

be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**Contact Information:**

Interested applicants please send cover letter and resume to:

Bethlehem Lutheran Church

Attn: Pastor Rich Larson

490 N. 4th Street

Bayport, MN 55003

651-439-3450

Or email: [pastor.blcbayport@gmail.com](mailto:pastor.blcbayport@gmail.com)