

Zion Lutheran Church, Kerrville TX

Position Description for: Director of Worship and Music

Purpose: We are a sacramental and worship-oriented church that promotes Word and Sacraments, prayer, praise, and Bible centered preaching. At Zion, we are a community of faith, hope, and love and are working to foster our spiritual growth and share the hope God has given us.

Classification: Exempt, salary, paid semi-monthly; part-time

Description: In cooperation with the Senior Pastor, Chief of Staff, and the Worship and Music Council Representative, he/she is responsible for developing and assuring the smooth execution of music programs of Zion designed to enhance the worship experience and give praise to God. This may be a title given in connection with other job duties, as this is a director position who is responsible to facilitate the music department.

Supervision Received and Reporting Relationship: On an operational level he/ she reports to the Chief of Staff and the ZLC Church Council.

Responsibilities: This position is tasked with Coordinating, developing, and executing Zion's music programs for divine and special services. This includes working with the Contemporary Music Director, Chancel Choir Director, and Bell Choir Director.

Essential Duties:

- Oversee planning of Traditional and Contemporary services each week.
- Work with the Pastor and music staff to plan special services (Lent/Holy week, Easter, Reformation, Advent, Christmas program and Christmas Eve).
- Oversee all music personnel and provide input to the Chief of Staff and ZLC Church Council on hiring decisions and performance evaluation.
- Oversee worship ministries: readers, communion assistants, ushers, and altar guild.
- Arrange for liturgists.
- Meet regularly with Worship and Music council representative; submit monthly report to council; discuss budget and submit an annual report.
- Arrange for guest musicians, speakers and special concerts; distribute fees and/or love offerings.
- Arrange for substitutes and distribute checks. Arrange for special music for summer months and non-communion Sundays.
- Research and recommend purchase or use of new music.

- Understand the Audio-Visual equipment in both the Sanctuary and Chapel, and be able to operate and teach others how to operate it.
- Attend weekly staff meetings. Print and distribute a monthly worship & music calendar well in advance for planning purposes.
- Write the Worship & Music Notes article for the Tidings each month.
- Provide music assistance for other congregational gatherings.
- Coordinate with pastor, organist, choir director, ushers, readers, soundboard, etc. before the service begins; perform sound checks prior to the service. Open doors if needed prior to ushers' arrival.
- Prepare liturgist book for each Sunday. Ensure that sound/video sheets are delivered to AV crew.
- Assist with planning of special events such as Church Picnic, Talent Show, etc.
- Arrange for tuning/repair/maintenance of piano and organ.
- Proofread worship slides when necessary and submit suggestions; work with broadcast personnel.
- Introduce and rehearse new hymns and liturgies with the congregation.
- Record music copyrights after service. Record music copyrights to One License and CCLI at least once a month.
- Fill in whenever Contemporary Music Director, Praise Team Director, or Bell Choir Director is absent.
- Attend continuing education events and area concerts when possible and needed.
- Perform other duties as assigned by the Pastor, Chief of Staff, or the ZLC Council.

Skills and Experience

Required:

- Believe that Jesus Christ is his/her Lord and Savior.
- Proven ability to organize and execute a vibrant Christian worship and music program.
- Proven ability to accompany on either piano or organ.
- Proven ability to work effectively both with other staff members and volunteers.
- Be able to operate computer and technical systems.
- Demonstrated enthusiasm for Christian music.
- Proven promptness and cooperative attitude.

Desired:

- Four-year degree in a music field.