

**POSITION: Director of Worship**

20 hours per week, salaried

Must be available Sunday mornings and some evenings

Supervised by Lead Pastor

**Job Summary**

The Director of Worship is responsible for the planning and leadership of all aspects of the worship ministry of Our Redeemer's, under the direction of the Pastor(s) and in consultation with other ministry team members. The Director schedules, coordinates, implements, and provides overall leadership for weekly Sunday worship services and special services, in both traditional and contemporary worship styles. This position has additional responsibility for preparing and overseeing weekly multimedia presentations used in worship and overseeing the technology used during worship, for the live-streaming of worship, and for the needs of musicians playing in the band.

The position of Director of Worship requires flexibility in hours available for work, as most worship services take place in the evening and on weekends. This is a part-time, salaried position and while the salary is based upon a projected 20 hours per week, the actual number of hours required during any given week will vary depending upon scheduled programming and at different times of the year. Since this is a revised position with different responsibilities and fewer hours than in previous years, the Director of Worship will be asked to track tasks and hours to help advise Council on appropriate expectations for this position. Yearly compensation is set at \$25,000. Vacation, sick leave, and contributions to a retirement account will be allocated per Our Redeemer's Personnel Policy.

**Responsibilities**

1. Provide leadership for and function as the primary staff person relating to worship and music ministry.
2. Plan and coordinate the music ministry of Our Redeemer's. This includes weekly traditional (8:30 am) and contemporary (11:00 am) services during the school year, a weekly blended service (9:30 am) during the summer months, seasonal services (Advent, Christmas Eve, Lent, Holy Week), a week of summer Vacation Bible School, and may include the addition of a Wednesday evening worship service in the future. Assist with funerals and weddings as available.
3. Under the direction of the Pastor(s), plan worship according to the seasons of the liturgical church year, choosing hymnody, liturgical pieces, psalmody, prayers and other parts of the service that reflect the theology and mission of Our Redeemer's. Attend bi-monthly worship planning meetings.
4. Recruit, coordinate and rehearse volunteer musicians to assist with weekly worship. Encourage members of all ages and abilities to offer their musical gifts. Oversee established musical groups and assist with scheduling and rehearsing as needed (adult choir, bell choir, worship band, Sunday School choir).
5. Coordinate the incorporation of the arts in worship (drama, liturgical dance, fine art displays).

6. Recruit, coordinate and train volunteers to assist with weekly worship (ushers, greeters, readers, communion assistants).
7. Oversee the technical aspects of worship including preparation of weekly slides, and monitoring the sound, recording, and streaming of services.
8. Recruit, coordinate and train technology assistants for live-streaming of service and for technical aspects of worship (slides, sound).
9. Cultivate relationships with musicians in Helena and the region. Hire, coordinate and rehearse local professional musicians for festival Sundays and other occasions as needed.
10. Produce bulletins for special services (Advent, Christmas Eve, Lent, Holy Week).
11. Prepare an annual budget for worship and music. Manage and distribute budgeted and dedicated funds in a fiscally responsible manner and in adherence with the purchasing policies of Our Redeemer's.
12. Oversee the maintenance of all musical instruments and audio/video equipment, including providing recommendations on acquiring upgrades and new equipment as needed. Purchase music and supplies, per budget. Maintain compliance with copyright subscriptions.
13. Support and work with the Director of Children and Family Ministry and the Director of Youth Ministry on shared programming (Vacation Bible School, Advent/Christmas events, Sunday School events).
14. Look for opportunities to create new worship and music experiences for the congregation and the Helena community.
15. Attend weekly staff meetings, if possible.
16. Other duties as assigned by Lead Pastor.

### **Other Expectations**

1. Be a part of the worshiping community of Our Redeemer's Lutheran on a regular basis, and as part of weekly worship, identify and welcome people new to the congregation, touch base with members and encourage their participation in worship leadership, and be available to congregants who have questions about service opportunities in worship and music.
2. Provide monthly reports for Council detailing programming and outcomes, and provide a year-end report for the congregation,
3. Meet regularly with supervising pastor as needed at a time mutually agreed upon.
4. Be in regular communication with programming staff and office staff and provide a timely and accurate schedule of worship and music activities on all calendars. Keep the congregation informed by coordinating the publicity for worship and music opportunities

through the appropriate vehicles provided by the church (*The Voice*, e-news, special mailings, posters, bulletin announcements, web page, Facebook).

### **Qualifications**

Since the Director of Worship plays a significant role in shaping the congregation's understanding of faith through worship and music, Our Redeemer's seeks a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition, and who has a strong desire to nurture the congregation in the Christian faith. We seek a person who generates new ideas and is creative, and who values a team concept of ministry. Therefore the following qualifications are desirable:

A bachelor's degree in music, music performance or music education is strongly preferred. Other education and experience may be considered.

Proficiency in vocal and instrumental performance (piano and/or guitar preferred).

Experience and skill in working with a variety of musicians.

Experience leading worship and demonstrated ability to bring energy and creativity to worship services.

Knowledge of basic biblical principles, and the ability to teach and support Lutheran theology with integrity through the worship service and music.

Experience recruiting and leading volunteers.

Knowledge of current worship technology and components (video, sound, streaming).

Other desired qualities include: a sense of humor, good judgement, the ability to effectively cope with change and uncertainty, the ability to work independently and ask for appropriate help, creativity in problem-solving, and attention to detail.

For the right candidate, this position could be expanded (up to 30 hours a week) to encompass responsibility for inclusion of the arts into weekly and seasonal worship. This could include such things as enhancing the worship space to reflect the liturgical calendar and facilitating outside groups to bring dance, special music, drama or other appropriate artistic additions.

Additional hours could also be provided if the candidate has strong skills with communication and social media.

To apply for this position, please email a cover letter and resume to:  
Pastor Trina Johnsten, Lead Pastor  
Trina@OurRedeemerLives.org