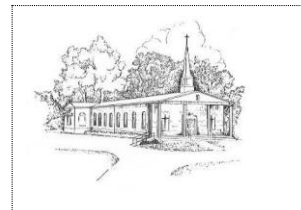




# Staff Job Description

## Ascension Lutheran Church



### Section 1: Identifying Information

**Position Title:** Music Director  
**Reports to:** Senior Pastor  
**Full-Time / Part-Time:** Part-Time  
**Hours Per Week:** average of 8 - 10 (seasonal)  
**Approvals:**

**Date Prepared:** January 2022  
**Prepared by:** Vanessa Candreva  
**Phone Ext:** none

<b>Incumbent Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

### Section 2: Position Purpose

The Music Director shall provide music for worship services and other church events that gives glory to God, draws people to Jesus Christ, our Lord and Savior, and supports the doctrine of the LCMS.

### Section 3: Expectations

- ❖ The Music Director is directly accountable to and reports to the Pastor.
- ❖ The Music Director shall meet with the Pastor to review the Gospel readings and sermon themes to select appropriate songs and hymns (*typically, once per month*); music selections are subject to Pastor's approval.
- ❖ The Music Director is responsible \* for music ministry in all worship services during the church year, including:
  - Sunday worship services (52)
  - Thanksgiving Eve
  - Christmas Eve
  - Ash Wednesday
  - Advent and Lenten Midweek
  - Maundy Thursday and Good Friday

\* See "Responsibilities..." below

- ❖ The Music Director shall attend the Worship Committee meetings (*typically, once per month*)
- ❖ The Music Director shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose Ascension to liability for penalties under existing or future copyright laws. He/she should adhere to Ascension's copyright licensing, hymnal agreements, and the CCLI licensing agreement. Obtain any necessary permissions and authorizations prior to any reproduction of copyrighted materials.

## Section 4: Responsibilities, Supporting Actions & End-Results

### Major Responsibility: Worship Service Music

**Supporting Actions:** Coordinate/schedule rehearsals with the Praise Team (*e.g. musicians who play/sing for worship services*).

Coordinate/schedule Praise Team members and other musicians for all worship services

Oversee the A.V. Assistant for PPT presentations, sound system, and livestreaming

Create music sheets when needed (*using notation software*) for praise team usage, or as inserts for the bulletin for congregational use.

Oversee any additional music that occurs during worship services, including pre-service music.

Play and/or assist with music for weddings, funerals, and other events held at Ascension. (*additional compensation – fees may be set by the Music Director*)

Maintain the CCLI licensing for Ascension, including basic license renewal, streaming license, online administrative tasks, and reporting.

**End Results:** Worship services contain music that is relevant and meaningful to the sermon message (theme), and gives glory to God. All elements of the worship service are coordinated on the screen for the congregation to follow, and the sound system is well maintained and functions properly.

Essential Function? Yes  No

Percentage: 80% (4 – 8 hrs. per week)

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### Major Responsibility: Adult Choir / Handbell Choir

**Supporting Actions:** Coordinate with Pastor the Sundays on which the adult choir and bells will sing/play for worship services

Select, purchase, and distribute music for the adult choir and handbell choir.

Coordinate/schedule rehearsal times with members and accompanists

Plan and direct rehearsals (*typically, as needed depending upon performance schedule*)

Maintain and oversee music filing system in choir room.

**End Results:** The adult choir and handbell choir will serve an important role in the overall music ministry at Ascension, and their musical offerings will help bring glory to God.

Essential Function? Yes  No

Percentage: 10% (1 – 1 ½ hrs. per week)

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### Major Responsibility: Children's Music

**Supporting Actions:** Coordinate special times during the year for the children to sing during worship services (*typically about 3 times per year*).

Select music for children's music time during education hour on Sundays.

Plan and direct music lesson time for Sundays (*organize videos, games, or other various activities to enhance the children's learning – currently the last 15 minutes of Sunday school*)

Communicate with parents regarding any special rehearsal times or other musical events.

Oversee and help select music for VBS and the annual Children's Pageant.

**End Results:** The Ascension children learn meaningful songs that teach them about Jesus and the Bible, as well as further enhance their Sunday school messages.

Essential Function? Yes  No

Percentage: 10% (1 – 1 ½ hrs. per week)

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#### **Section 4: Decisions Position is Free to Make**

- ◆ Selection of worship music, with final approval by Pastor
- ◆ Discretion of frequency for performances for praise team, choir, and children.
- ◆ Scheduling of rehearsals (*praise team, adult choir*)
- ◆ Configuration of music worship space
- ◆ Oversee approved music ministry budget
- ◆ Hours of work, and hours spent at the church

#### **Section 5: Dimensions**

- ◆ Number of volunteers on the praise team (*currently 6*)
- ◆ Number of choir members (*adults, typically 8-12*) / (*children, typically 6-10*)
- ◆ Worship attendance (*70-110 weekly*) and classroom size (*~200 sf*)
- ◆ Equipment (*see Music Ministry Policy and Procedures Handbook for full description*)

#### **Section 6: Job Qualifications**

- ◆ Music Degree (*helpful, but not required*)
- ◆ Music reading competency
- ◆ Piano competency
- ◆ Vocal competency
- ◆ Basic knowledge of keyboards, guitars, and drums
- ◆ Ability to lead both adults and children
- ◆ Rehearsal techniques
- ◆ Recruiting musical talent abilities
- ◆ Basic computer skills (*Word, PPT, Google*)
- ◆ Basic music notation software skills (*Finale or Sibelius*)
- ◆ Able to create an annual budget
- ◆ Have up-to-date child abuse clearances, in accordance with PA state requirements - PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal History Background Check

#### **Section 7: Other Information**

- ◆ Weekly hours fluctuate, with more during various seasons of the church, increasing during Lent / Easter, and Advent / Christmas.