**JOB DESCRIPTION FOR MINISTER OF MUSIC FOR ST STEPHENS LUTHERAN CHURCH AND SCHOOL**

**Accountable to:** Sr. Pastor and the to the Board of Elders

**Classification:** Full time/Called

**Duties and Responsibilities:** The primary responsibility of this staff member is in the area of Contemporary Worship and the teacher of the music in our school.

**Church position:**

1. Worship planning – Create services for Saturday Evening Worship (SEW) and 10:30 Sunday morning Worship Service
2. Recruit, nurture, train, equip and supervise the volunteers who lead SEW and Sunday morning worship
3. Lead music for worship and be responsible for finding replacement if not available
4. Work with Traditional Music Director for special services
5. Be familiar with or learn *Planning Center Online* and *Music Stand* app
6. Manage and maintain iPads for use of Music Stand app
7. Create services in computer (MediaShout) for projection onto screens in worship
8. Hold regular weekly rehearsals for Praise Team participants the week of the services
9. Provide a quality audio recording for the Television Ministry
10. Acquire proper licenses and keep them up to date
11. Create, maintain and be a good steward of a budget for Contemporary Music Program.
12. Manage the care and upkeep of all instruments and equipment affiliated with Contemporary Music Program
13. Be available for funerals, weddings and other services deemed necessary by Sr Pastor
14. Any other responsibilities as deemed necessary by Sr Pastor

School position:

1. Daily teaching schedule: Monday – Thursday as per school schedule as determined by school principal.
2. Utilize curriculum lesson planning and instruction that conforms to the State Standards using any textbooks approved by the School Board as the main source of instruction.
3. Connect church and school through music program by scheduling students to sing or play instruments in worship on a schedule as determined by Sr Pastor.
4. Be responsible for music and AV resources for school chapels
5. Manage the care and upkeep of All school musical equipment.
6. Promote school choirs through participation in community events and performance contests if possible.
7. When in question the church position takes precedence over school activities.

Job Description is flexible as to the gifts and talents of the Director as determined by Sr Pastor.