

Job Description
St. John's Lutheran Church
1804 Highland Ave. Eau Claire, WI 54701

POSITION: Director of Music Ministries

The Director of Music Ministries is a member of the support staff of St. John's Lutheran Church. Like all persons employed by St. John's, the Director of Music Ministries serves as congregational representative to all persons with whom they have contact. This person will be the lead staff person who facilitates a meaningful and life-giving music ministry into the worship life at St. John's.

Responsibilities

The Director of Music Ministries will:

1. Have primary responsibility for the planning, organization and execution of a complete Christian music ministry of excellence, involvement, and inspiration for the entire church year. This will include planning and leading musicians for all of St. John's worship services, and directing choirs.
2. Work closely with the Pastor in the planning of worship for all regular, seasonal, and festival worship services (including services which may fall on days other than Sundays) and attend staff meetings pertaining to such.
3. Actively participate in the meetings and efforts of the Worship & Music Ministry.
4. Provide organ and piano leadership for the worship services and accompany other choirs.
5. Provide leadership and coordination of all other music staff and meet regularly with them to schedule musical groups, set goals and encourage growth.
6. Recruit and coordinate summer music, guest musicians and musical groups for worship in cooperation with the Worship & Music Ministry and the Pastor.
7. Administer the business affairs of St. John's including the developing of music budgets, overseeing expenditures, and projecting capital music purchases as well as the maintenance and care of all music supplies, equipment and instruments, including the organ.
8. Seek to expand worship and music opportunities for the congregation as mutually agreed upon with staff, the Worship & Music Ministry, and the congregational Council.

Accountability and terms of employment

The Director of Music Ministries' immediate supervisor is the Pastor; the Director of Music Ministries is also responsible to the Personnel Committee. Performance review and goal setting will take place annually with the Personnel Committee.

St. John's Lutheran Church is an "at will" employer; however, under normal circumstances either party may terminate employment with a minimum of two weeks written notice. Other terms of employment (including paid time off) will be in accord with the Employee Policy Manual of St. John's Lutheran Church.

All employment at St. John's Lutheran Church is contingent upon satisfactory reports from references and a background check.

Revised October 2017
Reviewed January 2020
Revised January 2023
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