



## Gateway Trinity Lutheran Church Job Description

Job Title Children/Youth Worship Arts Director - Part time (10 hours per week)

Work Schedule Weekly Rehearsal, Sunday morning worship, as well as other special worship services and rehearsals as needed throughout the year.

Reports to Senior Pastor

### Position Summary

Work with Pastor to develop music ministry for children and youth. Also work with Pastor to develop and implement a creative worship and music experience targeted at youth and families for 11 a.m. worship during season. This position has the potential to grow and add more musical choirs for all ages in the areas of bells and chimes.

### Qualifications

- Music degree/training/ or equivalent experience in church music leadership.
- Energy and excitement about their faith.
- An ability to relate with people, especially youth and families.
- Commitment to the mission of the church and an ability to work within congregational structures.
- Strong organizational and communication skills.
- Ability to motivate, recruit, and empower others.
- Experience in developing and directing music programs.

### Duties and Responsibilities

- Participate in all scheduled monthly staff meetings.
- Prepare a written Annual Report for the congregational meeting.
- Prepare monthly council report.
- Participate in the development and management of the annual music budget.
- Inventory, organize, store, and coordinate proper maintenance and repair of all music, supplies, materials, equipment, and instruments
- Organize, prepare, and publish a rehearsal schedule.
- Order music supplies and ensure compliance with copyright laws
- Arrange for own substitutes (when on vacation or unavailable due to illness)

- Coordinate with Senior Pastor and music staff the schedule of participation in worship by Children/Youth choirs.
- Participate with Pastor and music staff to accomplish planning tasks and facilitate program goals.
- Assist in development of creative worship experience for 11 a.m. worship during season. Particularly aimed at Youth and Families to encourage children and youth participation in worship.

### **Accountability and Supervision**

The Children/Youth Worship Arts Director will be accountable to the congregation and its mission, under the supervision and direction of the Senior Pastor. Through a process of ongoing ministry evaluation, conversations, and needs assessments, the Senior Pastor and Children/Youth Worship Arts Director will set goals for the continued growth and development of the ministry for which they are responsible. Goals and reviews will be written and evaluated on a yearly basis.

### **Personnel Policies Statement**

The employees of this congregation, in all their services-both within the congregation and in the fulfillment of the church's mission in the world- shall carry out the duties to which they are assigned in faithfulness to the mission of GTLC and the ELCA. Full details of all specific personnel policies can be found and referred to in the Employee Handbook that each employee shall receive upon hiring and as the handbook is updated or amended.