



Gateway Trinity Lutheran Church Job Description

<u>Job Title</u>	Director of Music - Part time (20 hours per week)
<u>Work Schedule</u>	Office hours and availability during the week. Wednesday Choir Rehearsal, Sunday morning worship, as well as other special worship services and rehearsals as needed throughout the year.
<u>Reports to</u>	Lead Pastor

About Us

We are Gateway Trinity Lutheran Church, located in beautiful Fort Myers, Florida. We are currently searching for a Director of Music who will be responsible for all aspects of the music program. GTLC is a vibrant, multi-generational congregation with a recently built/renovated campus that provides a wonderful worship experience. We are a congregation with an appreciation for all types of music within various Lutheran liturgical expressions. The right candidate will have knowledge of music of many varieties, and an understanding of Lutheran liturgy, proficiency in choral directing and keyboard. Experience with handbells and other instruments is beneficial. We currently have two Sunday services at 8:30 and 10:00 AM, as well as special services during the various liturgical seasons of the year.

Position Summary

Work closely with pastor and staff to develop a consistent music and worship service. Participate in the weekly adult choir rehearsal and additional rehearsals as needed for special occasions to prepare for Worship Services. Identify and develop lay members to use their musical gifts in growing the music program of GTLC.

Compensation

The position is part time, approximately \$24,000-\$28,000 annually (commensurate with degree and experience). Responsibility to play for funerals and weddings, if available, for additional compensation. The selected candidate will also have free use of church facilities and instruments for teaching private lessons.

Qualifications and Competencies

- Music degree/training/ or equivalent experience in church music leadership.
- High level of proficiency in keyboard - piano, proficiency with handbells and other musical instruments a bonus.
- Understanding of Lutheran liturgy and liturgical seasons helpful.
- Energy and excitement about their faith.

- Commitment to the mission of the church and an ability to work within congregational structures.
- Strong organizational and communication skills.
- Ability to relate to, motivate, engage and empower others.
- A flexible and collaborative approach to working with pastors, choir members and others.
- Familiarity with a range of music and comfortable incorporating a variety of genres.
- Experience in developing and directing a variety of music programs.
- Ability to teach musical concepts and vocal techniques.
- Ability to utilize improvisational music skills that enhance worship services.

Administrative Responsibilities

- Participate in all scheduled staff meetings.
- Prepare a written Annual Report for the congregational meeting.
- Prepare a monthly written report to the church council.
- 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 music schedule.
- Order music supplies and ensure compliance with copyright laws
- Arrange for own substitutes (when on vacation or unavailable due to illness)

Music Leadership Responsibilities

- Provide vocal and instrumental music leadership, of both Adult Choir and Congregational singing.
- Coordinate with Senior Pastor to select hymns, Prelude and Postlude, and Special Music (such as during Offertory and Communion) for all Sunday and special seasonal (mid-week Lent and Advent), and holiday services (Easter, Holy Week, Thanksgiving Eve, and Christmas).
- Plan Christmas and Easter Cantatas as scheduled each year.
- Give direction to musicians and members in the music programs.
- Develop and provide oversight of new music ministry opportunities.
- Help individuals grows in their musical abilities.
- Prepare and organize music programs in advance so musicians and choir are adequately prepared and ready for presentation.
- Actively recruit choir members, soloists, musicians.
- Use the talents of the congregation and community to share the Gospel through music in meaningful ways.
- Attend continuing education for professional development.

Accountability and Supervision

The Director of Music 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 Director of Music 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.