

**Holy Trinity Lutheran Church**  
**Hickory, North Carolina**

**Director of Contemporary Worship**  
**Part-time, (8-10 hrs.)**

**Sunday and Tuesday (flexible)**

**Description**

The Director of Contemporary Worship is responsible for the planning, organization, and leadership of contemporary worship and music.

**Supervision Received and Exercised**

- The Director of Music and Worship shall serve as the day-to-day supervisor for this position
- The Director of Music and Worship and/or Senior Pastor shall meet annually with the employee for feedback, evaluation, and goal setting
- A mid-year meeting may be conducted, with additional meetings as needed, for feedback, evaluation and goal review, at the request of the employee or supervisor
- The Senior Pastor may make compensation recommendations to the Finance team, based on the review process with input from the Director of Music and Worship
- Employment authority rests with the Senior Pastor with input from the Director of Music and Worship

**Primary Duties:**

- Serve as the contemporary worship coordinator and lead musician
- Meet with pastoral staff and the Director of Music and Worship at least once a month for worship planning
- Select and prepare music for worship and serve as the primary accompanist
- Select appropriate texts (call to worship, prayers, blessings, etc.) for worship and plan experiential worship elements in consultation with pastoral staff
- Prepare media presentations (including song lyrics, litanies, prayers, PowerPoint, and videos)
- Plan and coordinate music for special worship services (i.e. Coffeehouse Christmas, Easter Sunrise, Youth Sunday, Blessing of the Animals, etc.)
- Recruit, as needed, both volunteers and paid musicians for the worship music team and conduct regular rehearsals with them
- Recruit and schedule worship assistants (including assisting ministers, screen operators, and sound operators)
- Collaborate with the Director of Music and Worship, for purchasing music, service supplies, and equipment for the contemporary service

**Administration and Teamwork**

- Adhere to the standards of conduct outlined in the HTLC Personnel Handbook.
- Actively contribute to a staff team that promotes mutual respect and cooperation.
- Ensure confidentiality in all interactions and communications.

- Demonstrate effective collaboration and interpersonal skills.
- Perform additional duties as assigned, within your qualifications and available time.

### **Education and Experience**

- Associate degree required. Bachelor's degree preferred.
- Contemporary worship experience preferred, or commensurate relevant experience

### **Knowledge of**

- Lutheran liturgy, theology, values, customs, and practices
- Appropriate contemporary song selections for Lutheran worship services
- Worship presentation software such as MediaShout, ProPresenter, or similar
- Copyright laws related to music reproduction, recording, performance, and streaming
- Excellent customer service practices and orientation

### **Ability to**

- Play the piano, guitar, or another instrument in order to lead the contemporary worship team
- Leadership: integrity, set a positive example for others, initiative, creativity, ability to inspire/motivate others, decisiveness, professionalism
- Effectively use a computer, email, office equipment, and audio/video equipment
- Be self-directed, accept delegated responsibilities, ensure task completion
- Communicate effectively in both written and verbal forms
- Demonstrate loyalty to the congregation's mission
- Work cooperatively with the Pastors, Director of Music Ministry, other staff, volunteer musicians, and the Worship and Music Ministry Team
- Recruit, organize, and provide training and support to volunteers
- Effectively problem solve and communicate with team members
- Follow basic safety procedures and precautions

### **Environmental and Physical Conditions**

- **Physical Demands:** Engage in light to moderate physical work, including lifting, carrying, pushing, or pulling up to 10 lbs. frequently, up to 20 lbs. occasionally, and up to 40 lbs. rarely.
- **Activity Level:** Frequent walking, standing, and sitting for extended periods.
- **Communication:** Regular verbal communication is required.
- **Schedule:** Flexible schedule coordinated with the Senior Pastor.

Please acknowledge receipt of this position description with your signature and date. Thank you.

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Coordinator of Contemporary Worship

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Date: \_\_\_\_\_

The Reverend Christopher D. Webb, Senior Pastor

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Date: \_\_\_\_\_