



# *Calvary Lutheran Church of Concord*

Vision: Sharing the light of Christ with Everyone

Mission: Growing in compassionate relationships, faith, service, and generosity through Christ.

## **Ministry Position Description Director of Instrumental Programs Part-time Non-exempt**

The position of Director of Instrumental programs is vital to the overall ministry of Calvary Lutheran Church. The person in this staff position should be of good character, having a helpful attitude toward the members, committees and auxiliaries of this congregation. This person should view this position as a ministry to and for the congregation, understanding that the duties of this position will enable members to carry out their calling in God's ministries.

### **Purpose of Position:**

The purpose of this position is to be responsible for developing and directing the instrumental music ministry of this congregation with oversight of the 8:30 music and service and any instrumental music groups formed within the congregation. He/She will work collaboratively with the pastor(s), others involved with music ministry and the Worship and Music Committee to create opportunities for worship, evangelism and outreach for all ages and abilities.

### **Educational Background:**

- A degree from an accredited college in music (required)
- Experience in music direction
- Experience in church music with an understanding of the liturgical calendar and contemporary service music (strongly preferred)

### **Accountable to:**

- Pastor
- Congregation through the Congregation Council

### **Related to:**

- Worship and Music Committee
- HR Committee

### **Hiring Body:**

- Congregation Council

### **Qualifications:**

- A strong Christian Faith
- A commitment to Calvary's mission statement: To build compassionate relationships through Christ so that this, and each generation to come, can grow in faith and service to our community.

- A commitment to the principle of the “priesthood of all believers” (1 Corinthians 12, 4-7), allowing and encouraging all members and constituents to participate in the ministry of Calvary in their daily lives, and to grow spiritually through their ministry and study.
- Genuine love and care for people.
- Good communication skills with both individuals and groups.
- Experience with use of copyright and streaming rights.
- Experience with handbells and other instruments and types of instrumental ensembles.

**Responsibilities:**

**The Director of Instrumental Programs shall:**

1. Select and implement appropriate music for the 8:30 casual service
2. Provide appropriate copyright information for both the office administrator and the streaming of the 8:30 service.
3. Provide leadership for the Dove Ensemble, including rehearsals and Sunday services.
4. Direct our current Carillon Handbell Group and look for opportunities to develop other instrumental groups to enhance our services, further compassionate relationships and provide an opportunity to share gifts.
5. Create and maintain a music book to be used by the congregation for the 8:30 worship. All songs selected should be in a range appropriate for the congregation to sing.
6. Maintain a Music Library for all instrumental programs.
7. Additional services include Advent, Christmas Eve, Epiphany, Ash Wednesday, Lenten Services, Holy Week services, Easter, Reformation (if a special service), Thanksgiving Eve and/or Thanksgiving Day (when observed) and others that may be added. This responsibility shall be split with the Director of Choral Programs for special services outside of the 8:30 AM Sunday worship
8. Order music as needed by the instrumental programs. He/She shall monitor expenditures, so they do not exceed the amount provided in the annual spending plan of the church.
9. Recruit participants for the Dove Ensemble and other instrumental programs, and other musicians as needed to enhance worship experiences.
10. Report, with the assistance of the accompanist, to the Worship and Music committee, regarding the condition and need of repair and maintenance of the instruments maintained by the church including handbells, percussion, etc.
11. Attend staff meetings if requested and Worship and Music Committee, as scheduled, if possible.
12. Participate in the Safe Gatherings training as a requirement for hire, which will include a background check.
13. Participate in educational opportunities at Calvary and give attention to self-care.
14. In the case of absence (due to vacation), schedule suitable music for the 8:30 AM service and find a suitable person to cover – either the Keyboardist/Lead Vocalist or other member of the Dove Ensemble. Likewise, cover for the Keyboardist/Lead Vocalist when he/she is absent.

**Other Musical Responsibilities:**

1. The Director of Instrumental Programs and/or The Director of Choral Programs shall be available for instruction/consultation as needed for other musical endeavors of the congregation.

**Benefits and Compensation:**

1. The Director of Instrumental Programs shall be compensated at a rate initially determined by Church Council and annually approved as part of the financial ministry plan. HR submits recommendation annually to Finance Committee as part of the budget process.

2. The Director of Instrumental Programs shall be granted vacation (with full salary) of four (4) Sundays annually and four (4) regularly scheduled choir rehearsals. Additional time off without pay may be negotiated if it doesn't affect the performance of duties.
3. The Director of Instrumental Programs shall be granted sick leave with pay annually one (1) Sunday and one (1) regularly scheduled rehearsal.
4. The Director of Instrumental Programs shall receive compensation from persons requesting services for weddings.
5. The Director of Instrumental Programs shall receive compensation from the church for funerals as needed.
6. The Director of Instrumental Programs may use the church facilities for teaching purposes upon approval of the Worship and Music Committee.
7. The Director of Instrumental Programs shall be encouraged to attend workshops relevant to the position. The Director of Instrumental Programs shall be reimbursed up to the budgeted amount, as authorized by Congregational council, for expenses incurred for attending any church music conference or workshop approved by the Worship and Music Committee.
8. The Director of Instrumental Programs shall give notice of termination of employment at least thirty (30) days in advance of termination. The congregation shall likewise give thirty (30) calendar days' notice in the event of termination of employment.
9. The person in this position will have a performance reviewed as described in the Personnel Manual. This position description shall be reviewed annually by the Personnel Committee with the Director of Instrumental Programs.