

**Music Ministry Coordinator/ Choir Director**  
**Job Description**  
**Lord of Life Lutheran Church**  
**Bismarck, ND**

**Primary Purpose of this Position**

This individual will coordinate the music ministries of the church by incorporating people of all ages in a variety of musical styles directing the choir, vocalists, instrumentalists, and accompanists.

**Attributes and Competencies**

1. Bachelor's degree and/or experience in music leadership.
2. Strong person of faith, committed to regular rehearsal and performance of sacred music to enhance worship.
3. Ability to equip, empower and motivate others to be partners in ministry.
4. Skills in organization, leadership, and spoken and written communication.
5. Self-motivated team player who will exercise creativity and vision.

**Responsibilities**

1. Recruit and schedule musicians for all worship services, including instrumental and keyboard accompanists, song leaders, Church School children, special music vocalists and instrumentalists, choirs, guest musicians, etc.
2. Develop and organize new initiatives in the music program, including but not limited to brass ensembles, string ensembles, children's choir, vocal groups, jazz and/or folk bands, etc.
3. Plan blended worship once each month during September through November, January through April, and other months as needed. This includes recruiting instrumentalists, vocalists, assisting blended worship teams, as needed, with song selection and rehearsal coordination.
4. Direct choir rehearsals and performances for the fall and spring (September through May). Choose music that enhances the church calendar, coordinate same with pastors, distribute music and rehearsal/performance calendar to choir members and accompanist in September
5. Provide support and encouragement to existing choir members, recruit new members, track high school members' participation for church scholarships.
6. Act as the information coordinator for all musicians, communicating song selections, rehearsal schedules, instructions for set up, sound, and the like.
7. Care for and maintain all musical equipment, arranging for new purchases, piano tunings, instrument repair, and storage of instruments.
8. Submit all music schedules to the office manager per regular deadlines for bulletins and newsletter.
9. Act as a staff liaison to the Team of Worship and Music, especially in the development of new worship traditions and in the development of an annual music budget.
10. Attend weekly staff meetings.

**Compensation**

This position is a part-time employee up to 15 hours per week.