

Director of Music Ministries

Status: Part-Time (approximately 15–20 hours per week)

Reports to: Pastor and Worship & Music Committee

Affiliation: Evangelical Lutheran Church in America (ELCA)



St. Paul Lutheran Church

Join our Ministry Team

St. Paul Lutheran Church is seeking a passionate and gifted Director of Music Ministries to help lead and inspire our congregation through music, worship, and faith. This is more than a music position - it is a ministry of presence, leadership, and spiritual encouragement.

We are looking for someone who sees music as a form of prayer and worship, someone who can foster joyful congregational singing, nurture volunteer musicians, and help create meaningful worship experiences rooted in the Lutheran tradition.

Reporting directly to the Pastor and working closely with the Worship & Music Committee, choir members, handbell ringers, and volunteers, the Director of Music Ministries will help shape the musical and spiritual life of our church in ways that are welcoming, uplifting, and Christ-centered.

Primary Responsibilities

Worship Planning & Leadership

- Select hymns, liturgies, and supplemental music for regular and special worship services in collaboration with the Pastor.
- Choose and perform Prelude, Offertory, Communion, and Postlude music that enhances worship and reflects the liturgical season.
- Provide organ and/or piano accompaniment for Sunday worship services.
- Plan and provide music for special celebrations including Longest Night, Christmas Eve, Ash Wednesday, Holy Week, and other festival services.
- Ensure all music supports the proclamation of the Word and reflects the traditions of Lutheran worship

Ensemble Direction

St. Paul Singers (vocal choir)

- Recruit, encourage, and support choir members.
- Select meaningful and accessible choral repertoire.
- Lead weekly rehearsals and direct the choir during Sunday worship (typically September through May).

St. Paul Ringers (bell choir)

- Oversee the handbell ministry through rehearsals, repertoire selection, and worship participation.
- Encourage musical growth and confidence among ringers of all skill levels.
- Lead weekly rehearsals and direct the choir during Sunday worship (typically September through May).

Special Music Offerings

- Coordinate soloists, instrumentalists, and small ensembles for worship services and festival Sundays.
- Encourage participation from youth, families, and guest musicians throughout the year.
- Coordinate summer special music for Sunday worship.

Stewardship of Instruments & Resources

Instrument Care

- Oversee the care, tuning, maintenance, and repair of all church-owned instruments, including organ, pianos, chimes, and handbells.
- Serve as the primary contact for tuners, organ technicians, and keyboard specialists.
- Schedule regular maintenance to ensure instruments remain in working condition.

Music Library & Licensing

- Maintain and organize the church's music library, including choral, handbell, and instrumental resources.
- Coordinate with the pastor on music licensing to ensure copyright compliance and reporting for all music selections.

Administration & Committee Engagement

- Attend and actively participate in monthly Worship & Music Committee meetings.
- Collaborate with the Pastor and committee in worship planning and long-term music ministry goals.
- Manage the annual music ministry budget, including music purchases, guest musicians, licensing, and instrument maintenance.
- Maintain clear and positive communication with choir members, volunteers, staff, and church leadership.
- Coordinate worship schedules and seasonal planning well in advance.
- The Director of Music Ministries has first right of refusal for playing for weddings and funerals/celebrations of life held at the church, including extra compensation.

Qualifications

We Are Looking for Someone With

- Strong proficiency in piano and organ accompaniment.
- Experience in choral directing and conducting.
- Experience directing handbell choirs.
- Familiarity with Lutheran liturgical worship and the Evangelical Lutheran Worship (ELW) hymnal.
- Knowledge of the Revised Common Lectionary and the church year.
- Strong organizational, leadership, and communication skills.
- A warm, encouraging spirit and the ability to work with volunteers of varying musical backgrounds.

Preferred Experience

- Previous church music ministry experience in a Lutheran or liturgical setting.
- Basic budgeting and administrative experience.

Weekly Schedule (Estimated)

Task	Estimate Hours
Sunday Worship (including Prelude/Postlude)	4
Choir Rehearsals (Vocal and Handbells)	4
Planning, Repertoire Selection & Administration	4
Committee Meetings & Instrument Oversight	2
Personal Practice & Preparation	4
Average total	18

Additional flexibility is expected during Advent, Lent, Holy Week, Christmas, and Easter seasons.

Core Competencies

Spiritual Maturity

A sincere commitment to the mission of the church and an understanding of music as a form of prayer, worship, and ministry.

Inclusivity

A welcoming leadership style that encourages participation and helps people feel comfortable sharing their musical gifts.

Dependability

Consistent attendance, thoughtful preparation, and reliable leadership for rehearsals, meetings, and worship services.

Collaboration

A team-oriented spirit with the ability to work closely with clergy, staff, volunteers, and committees.

If you feel called to use your musical gifts in service to God and God's people, we would love to hear from you.

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