

**RESURRECTION LUTHERAN CHURCH**  
**Position Description**

**POSITION:**                   **Worship & Music Ministry Director**  
**REPORTS TO:**               **Lead Pastor**

**QUALIFICATIONS:**

- Commitment to God, to His Church, and to the vision and mission of RLC
- Degree in communications, media, marketing or related field, or at least 2-4 years of experience in communications
- Proficient in PowerPoint/ProPresenter programs for worship presentations and video
- Excellent written and oral communication skills
- Committed to improvement, seeks constructive criticism, and understands strengths and weaknesses
- Proven ability to take projects from beginning to end
- Action-orientated and displays focus, passion and Initiative. Takes appropriate action when something needs to be done
- Organized and able to manage multiple projects and multiple people
- Relates well to all kinds of people, builds effective relationships, and communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive, working in a fast-paced environment

**RESPONSIBLE FOR:**

**Worship and Music Administration:**

- Direct pastoral care needs to Associate Pastor or Lead Pastor
  - To individuals and families
  - To hospital patients, nursing home residents, home-bound, and home caregivers
  - To the bereaved
- Coordinate, oversee and resource the people and logistics for all worship services including:
  - Baptisms
  - Weddings
  - Funerals (including grief follow up program)
  - Seasonal services
- Plan Sunday morning services in consultation with pastors and worship teams
- Help plan special and seasonal programs to assist Lead Pastor
- Recruit, support and resource group leadership in Music, Worship & Fine Arts
- Create and Develop Seasonal Decorating of the Worship Space including flowers, textiles, installations and lighting
- Supervise all paid and volunteer staff in Music, Worship and the fine arts
- Manage maintenance and augmentation of Audio/Visual equipment and church owned instruments
- Manage Worship and Music copyrights and library
- Draft and manage budget for Worship and Music
- Order supplies for Worship needs
- Oversee the Faithful Servants Ministry
- Maintaining inventory, ordering materials and assembling Wedding, Baptism and Funeral packets
- Maintaining inventory and ordering supplies for W & M as directed by Lead Pastor or Associate Pastor

Other duties as assigned by the Lead Pastor

**RESOURCES AND SUPPORT:**

- Staff
- Operations Director
- Pastors
- Council
- Congregation

**TIME AND LOCATION:**

- 2080 hours per year or 40 hours per week.
- This position will work Monday – Thursday 9:00A – 5:00P, Sunday 7:30A-12:30P with some evening meetings