

KINGS OF KINGS LUTHERAN CHURCH POSITION DESCRIPTION

DIRECTOR OF MUSIC

- 1.) RELATIONSHIP TO STRUCTURE AND MISSION - This position was created to oversee and coordinate all aspects of the music program at King of Kings. All Music Ministry staff and volunteers report to the Director of Music on all music related matters. The Director reports to the Senior Pastor and will work with the Chairperson of the Welcoming Board. The Director of Music shall submit a written report to the Congregation Council as needed for it's monthly meeting and to the Congregation in the Annual Report for the January Congregation Meeting.
- 2.) PLANNING - The Director shall attend meetings of the Welcoming Board as requested, and direct the overall music program planning and coordination within the Congregation. The Director will review and approve all music material and equipment purchases made by all leaders in the Music Ministry.
- 3.) PROGRAM DEVELOPMENT - The Director shall periodically review all music programs and activities to evaluate their effectiveness. The Director will recommend and implement needed improvements to ensure that we maintain a high quality music program in keeping with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The Director will oversee the activities of the King of Kings' Choirs and Contemporary Musical groups to ensure that their ministry meets the needs of the Congregation.
- 4.) PERSONNEL MATTERS - The Director will work to resolve any conflicts or issues that occur within the Music Ministry at King of Kings. The Director will monitor the job performance of all music ministry personnel in accordance with their Position Description and the Employee Handbook. The Director will work with the Chairperson of the Welcoming Board in obtaining substitute organists or other musical personnel for planned and unplanned absences.
- 5.) EQUIPMENT OVERSIGHT - The Director will be responsible to ensure that the Congregation organ and pianos are properly maintained and tuned. The Director will ensure that all musical instruments, choir robes, and other music materials owned by the Congregation are properly cared for and maintained.
- 6.) COPYRIGHT SEARCHES - The Director shall be responsible to secure copyright approvals for all music that will be used by any of the Music Ministry within King of Kings through Christian Copyright Licensing, Inc. (CCLI) or other copyright holders.
- 7.) BUDGET INPUT - The Director will prepare and submit budget needs for music and equipment for the upcoming year upon request of the Support Board.

