

<b>Job Title:</b>	Director of Music Ministry		
<b>Description</b>	The Director of Music Ministry will have the responsibility to manage and oversee the music ministry at Cross of Christ. To further the music programs within the church, it is our desire that this person be actively involved in the worship life of the congregation.		
<b>Location:</b>	Cross of Christ Lutheran Church		
<b>Salary/Wage:</b>	\$24 - \$27 / hour \$250 Annual Continuing Education <ul style="list-style-type: none"> <li>Vacation: 2 weeks paid vacation including 2 Sundays per year (<i>not taken during Holy Week or Christmas</i>)</li> <li>Sabbath Day: One paid Sabbath Day per month (<i>Not to be used on a Sunday or rehearsal day, not accumulated</i>)</li> </ul>	<b>Position Type:</b>	Hourly Part Time, up to 17 hours per week on average <ul style="list-style-type: none"> <li>It is anticipated that during high holy weeks (Holy Week and Christmas) there will be extra hours needed</li> <li>Anticipated reduced hours over summer months (June – August)</li> </ul>
<b>Reporting to:</b>	Lead Pastor	<b>Last Updated:</b>	August 4, 2025
<b>Supervises:</b>	Accompanist and Praise Band Leader		

#### **CROSS OF CHRIST PERSONNEL VISION STATEMENT:**

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships which have their foundation in the love of Christ.

**Cross of Christ currently has three separate music positions open (Director of Music Ministry, Praise Band Leader, and Accompanist/Organist). If you feel qualified, please apply for one or more of these positions.**

**We invite and encourage applicants who are not able to fill all of the responsibilities listed below to still apply.**

#### **MUSIC MINISTRY VISION**

The vision for music at Cross of Christ is to touch the hearts of our congregation with the spirit of God through meaningful worship music. As Christian music continues to evolve, we want to blend our rich Lutheran music traditions with contemporary music in a way that ignites our spirits.

#### **ROLE AND RESPONSIBILITIES**

- **Worship Planning responsibilities:**
  - Envision and develop a music ministry that is spiritually impactful to all members and guests.
  - Participate in the planning of worship and other musical activities in the congregation
  - Participate in weekly worship planning meetings with pastoral staff
  - Participate in staff meetings when necessary
  - Participate in the Music and Worship Team meeting (seasonally) to oversee the worship ministry in the life of congregation.
  - Organize/schedule a variety of instrumental/vocal/special music for worship
  - Recruit, train, encourage and support the instrumental and choral musicians / ensembles from all age groups within the congregation.
    - Willingness to direct handbells and children's ensemble on occasion throughout the year
  - Ensure compliance of current copyright and licensing reporting and laws.
  - Facilitate partnerships with outside musical groups and individuals
  - Communicate the worship plan with the accompanist, A/V ministers, and the church office in a timely manner

## Cross of Christ Lutheran Church – Director of Music Ministry

- **Adult Choir (Soli Dei) Director duties and responsibilities:**
  - Select and conduct choral music that is appropriate for the Soli Dei Choir and worship, and conduct weekly rehearsals (Late August – May)
  - Prepare and schedule the choir to sing approximately every Sunday (September – May)
  - Prepare and schedule a summer pick-up choir approximately once a month (June – August)
- **Other Responsibilities**
  - Administer and supervise the worship and music program, staff, and volunteers according to the mission of the congregation
  - Meet regularly with the Lead Pastor
  - Provide for proper care of instruments and equipment
  - Maintain Music library organization
  - Develop a roster of substitute musicians / accompanist in the event of absence
  - Dress appropriately for worship and present themselves in behavior conducive to worship leadership
  - Assist in the development of the annual budget for Worship and Music ministry
  - Perform additional duties as directed by the Lead Pastor.

### **WORSHIP SERVICES AT WHICH THE DIRECTOR OF MUSIC MINISTRY IS EXPECTED TO PARTICIPATE**

- Sunday morning worship
- Ash Wednesday Services
- Wednesday Evening worship during the season of Lent
- Holy Week services (Maundy Thursday and Good Friday)
- Multiple services on Easter Sunday and Christmas Eve
- Other special congregational events in which the Director of Music Ministry is requested to participate.

**Job performance review conducted annually by supervising Pastor and a member of Executive Council.**

**30 days written notice requested in the event of voluntary termination.**

## Cross of Christ Lutheran Church – Director of Music Ministry

Qualifications:	
<b>Required Qualifications</b> <ul style="list-style-type: none"><li>• A personal faith commitment to Christ</li><li>• Willingness to invest in the culture and community of Cross of Christ</li><li>• High level of organizational skills</li><li>• Knowledge of liturgical worship and the church year cycle</li><li>• Ability and energy around leading a variety of styles of music in worship</li><li>• Flexibility and adaptability</li><li>• Experience and competency in choral direction</li><li>• Ability to work collaboratively with staff and congregation members including being open to feedback and input on music selection.</li><li>• Leadership skills suited to supervising the music ministry team, which is composed of additional music staff and volunteers</li><li>• Combination of experience or education equivalent to the successful completion of Bachelor's degree in music.</li><li>• Computer literacy in Google suites and Planning Center</li><li>• Ability to plan and execute a program calendar</li><li>• Ability to focus on multiple deliverables and deadlines at once</li><li>• Abide by policies in the Employee Handbook, including Safe Haven Guidelines</li><li>• Pass a fingerprint and background check</li></ul>	<b>Preferred Qualifications</b> <ul style="list-style-type: none"><li>• Strong verbal and written skills as well as good interpersonal communication</li><li>• Experience leading or collaborating with children's music ministry</li><li>• Arranging skills especially for instrumentalist to accompany hymns on occasion</li><li>• Knowledge of AV tech systems (sound, video, projection) and associated software, i.e. ProPresenter.</li></ul>
<b>Please send resume and letter of interest by <u>September 5</u> to:</b> <b>Cross of Christ Lutheran Church</b> <b>Attn: Pastor Kathleen Armstrong</b> <b>12099 Lowell Blvd</b> <b>Broomfield, CO 80020</b> <b>karmstrong@cross-of-christ.org</b>	