

## Director of Music

Reports to: Rev Dr Judy Kincaid                      Salary: Range \$20,000-\$25,000  
Working Hours: 20 hours per week                      Effective: August 2026

### **Job Summary**

The Director of Music will help musicians and the congregation grow as disciples of Jesus Christ through meaningful worship and music. The Director of Music will work closely with the Pastor to develop and promote the music and worship ministry of the church.

### **Essential Functions:**

- Organize and direct the choir (Voices of Hope), the bell choir (Bells of Hope), and other musical groups, including the Flock of Flutes, Sunday School student choir, instrumental and other vocal ensembles. Recruit new volunteer members for all such groups
- Assist the pastor in planning Worship services of the church.
- Provide suggestions and solutions to possible improvements in the music program of the church to the Pastor, church council and congregation
- Be a part of planning, organizing and promoting special seasonal programs. Be involved in additional special services as required. Assist other staff members in church wide events as scheduled on the church calendar.
- Oversee inventory of the music library, materials, supplies and musical instruments
- Manage the care and maintenance of all musical instruments
- Maintain a consistent program of self-improvement. Keep informed on current music methods, materials, promotional ideas, music outreach and administrative techniques
- Direct, supervise and maintain audio-visual technologies
- Propose annual budgets for music needs for Hope's musical ministries and manage the approved budget as passed
- Attend weekly staff meetings as scheduled

### **Minimum Qualifications:**

- Have previous experience in directing both musicians and congregational worship
- Proficient in playing keyboard and a working knowledge of other musical instruments
- Able to navigate the electronics and sound systems for worship
- Respect and appreciate worship and musical styles from traditional Lutheran to contemporary music
- Capable of nurturing the Christian faith through the ministry of music

## **Core Competencies:**

### *Competencies universal to all Hope staff:*

- **Mission Ownership** – Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Team Orientation** – Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; doesn't operate with hidden agendas; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Ethics and Values** – Consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; is seen as trustworthy by others; practices the behaviors he/she advocates to others; keeps confidences; responds to situations with constancy and reliability.
- **Compassion and Care** – Projects a sense of empathy and understanding when dealing with others; is able and willing to supply answers and resources to help others; communicates a sense of support through his or her presence; demonstrates appropriate boundaries and expressions of care.

### *Competencies specific to this position:*

- **Creativity and Innovation** – Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Influencing Others** – Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Interpersonal Skills** – Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Personal Resilience** – Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Verbal Communication** – Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.