

**Advent Lutheran Church**  
**Charlotte, North Carolina**  
**Position Title: Director of Music Ministry**

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**Position Summary:**

The Director of Music Ministry (DMM) is responsible for developing and sustaining a comprehensive music ministry program. The Director will participate with church staff, Pastor, and the Worship Board (WB), assuming responsibility for oversight and provision of music and worship for all regular, seasonal, special worship services, and church sponsored events. The director will direct and accompany all vocal and instrument groups or recruit paid or volunteer associates to do the same. Director will recruit, train, coordinate and supervise any paid or volunteer music associate. The DMM will play a key role in the development of worship services, in a collaborative environment with the Pastor.

Part Time: 25 Hours, Salary Range: \$20-\$25/Hour

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**Duties and Responsibilities:**

1. Develop and implement a vision for Advent's music program.
  2. Collaborate with Pastor to develop worship services and resulting bulletins. Maintain a blended worship style, working with Pastor to offer a unique service incorporating both traditional and contemporary music.
  3. Coordinate with pastor the planning of music for all worship services.
    - a. Provide and schedule music at all regular, seasonal and special services.
    - b. Coordinate and supervise music associates, paid musicians, or volunteers.
    - c. Coordinate the selection of all music for regular and special services according to lectionary and from various sources.
    - d. Meet weekly with the Pastor to coordinate the evaluation of the previous services and to discuss and finalize plans for upcoming services.
    - e. Meet as required with Worship Board.
    - f. Attend weekly Staff Meeting.
  4. Develop and direct at least one bell choir and/or chimes choir
  5. Accompany and/or direct the vocal choir or band for all services, or coordinate and manage the provision of accompanists and direction of these choirs with music associates and/or volunteers.
  6. Select music as requested and provide for music for church funerals and memorial services.
  7. Weddings, occurring at Advent, will be supported as requested and available, as outlined in facilities use and employee policies.
  8. Work with the Council Worship Liaison to determine and submit annual budget requirements for the music program and administer the expenditures of the approved budget, under the direction of the Worship Board.
  9. Maintain the music library and supervise the maintenance of all instruments (organ, piano, keyboards, handbells etc.).
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10. Maintain professional competency by practicing, performing, and attending continuing education opportunities.
  11. Be responsible for following employee policies associated with replacements for scheduled worship services. The DMM is accountable to the Pastor in this regard.
  12. Director will understand the AV technology to interface with the AV Coordinator.
  13. Create opportunities for young people to participate in music and encourage participation.
  14. DMM will be able to cost-effectively and legally bring current/new music into worship at Advent as needed to enhance worship experiences.
  15. Comply with all HR Policies/Guidelines.
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**Qualifications:**

1. Bachelor's degree in a music-related program preferred.
  2. Minimum 3-5 years as a Director or Associate Director of Music Ministry, or significant experience as a music associate in a congregational setting.
  3. Ability to shape and implement a comprehensive music program and involve the congregation in the process.
  4. Ability to accompany and direct a variety of vocal choirs and instrumental musicians.
  5. Accomplished pianist. Proven musical skills and competency; piano keyboard proficiency desired
  6. Ability to play the Organ is desirable, but not required.
  7. Ability to read music and proficiency at piano/keyboard sufficient to play all parts for Choir rehearsal is required.
  8. Knowledge of and understanding of worship music in a liturgical setting, with an ability to adapt/incorporate Lutheran liturgy.
  9. Strong interpersonal skills and the ability to recruit, train, schedule and supervise volunteers and paid musicians.
  10. Ability to build working relationships with local community of musicians.
  11. Strong organizational skills.
  12. Latitude to work during the times of the day in which worship may be contemplated.
  13. Teamwork/Collaborative skills demonstrated to enable work with Pastor and staff.
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**Reports To:** Senior Pastor

**Oversight Committee:** Worship Board

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Updated January 15, 2024

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Please send Resume and Cover Letter to: Joe Palumbo, Worship Board, Advent Lutheran Church  
[WorshipMinistry@adventlu.org](mailto:WorshipMinistry@adventlu.org)