

Director of Worship and Music

St. Stephen Lutheran Church seeks a full-time Director of Worship and Music to lead all aspects of worship ministry for a welcoming and forward-thinking faith community in Urbandale, IA, part of the Des Moines metro area.

St. Stephen is a congregation that values worship as a central part of the life of faith, and a launch-point for ministry in Urbandale, Iowa. The Director of Worship and Music will work collaboratively as one part of a three-person leadership team, along with the Pastor and the Director of Faith Formation, to facilitate worship that connects faith and daily life, encourages engagement among those who gather for worship, and equips all to be a part of the work of Christ in the world. The Director will encourage growth in faith by leading worship instrumentally and vocally, while using creativity and exceptional interpersonal skills.

St. Stephen emphasizes the vocation of the baptized in the arenas of their daily lives. Congregational life forms faith and equips us to continue in the covenant God has made with us in baptism, as we “LIVE among God’s faithful people, HEAR the word of God and share in the Lord’s Supper, PROCLAIM the good news of God in Christ through word and deed, SERVE all people following the example of Jesus, and STRIVE for justice and peace in all the world.” We value community, hospitality, inclusivity, and partnership.

Worship at St. Stephen includes an informal Wednesday evening communion service and a Sunday morning service that strives to integrate a variety of styles and instruments with the help of an organ, choir, praise band, and bell choir. The Sunday service (livestreamed weekly) currently alternates traditional (organ and piano) and praise band accompaniment. Qualified applicants will plan and lead worship in these various styles with equal skill and enjoyment. Please see the provided job description for further details and core responsibilities.

Salary commensurate with education and experience (\$42,000-60,000). Includes Gold+ individual health plan through Portico Benefits Services, 10% retirement contribution, four weeks annual vacation (including Sundays), and continuing education funds.

To apply, send a cover letter, resume, the names and contact information of three references, and links to performance recordings (prelude/postlude and 2-3 hymns, contemporary service, and ensemble conducting) to jobs@ststephenlutheran.org.

Job Description
Director of Worship and Music

Updated April 2, 2024

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| Accountable to: | Pastor |
| Directly Supervises: | Accompanists, musicians, worship and music volunteers, and choir members |
| Status: | Full-time employee with benefits |
| FLSA: | Exempt |

Job Summary

The Director of Worship and Music is responsible for the music and the worship life of the congregation, providing leadership and resources.

Essential Functions:

- Provides leadership for all aspects of worship (coordination, execution), including special services such as weddings and funerals
- Performs with confident musical proficiency during worship on piano and organ
- Develops fresh, creative, lively, and inclusive worship expressions under direction of the pastor, and in collaboration with staff and volunteers
- Recruits, directs, rehearses and accompanies worship ensembles (Chancel Choir, Praise Band); collaborates with directors of children's choir and bell choir as needed
- Prepares (or oversees preparation of) worship aids (leader materials, slide shows, production guides)
- Recruits, trains, and technically supports worship technology teams (soundboard, sanctuary projection, and livestreaming)
- Is present for major weekends (Christmas, Holy Week, Pentecost, and Reformation)
- Coordinates worship volunteers, including readers, communion assistants, and ushers, with special attention to the participation of all age groups.
- Recruits other instrumentalists for various occasions
- Maintains professional competency and maintains connections with the ELCA

Other Responsibilities

- Actively participates in staff meetings and collaborative groups
- Determines, submits, and administers the annual budget for the music program
- Maintains the music library and instruments
- Maintains necessary copyrights and licensing, and ensures that reporting requirements are met
- Supports the mission of St. Stephen Lutheran Church and the ELCA
- Accompanies people of faith on their journey
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in church music or other related degree
- Knowledge of Lutheran theology, liturgical practice, and use of music in worship.
- Proven skill in music performance and proficiency on keyboard instruments
- Ability to lead a praise band and familiarity with non-keyboard instruments (e.g., guitar, bass, percussion).

- 2-5 years' experience in a worship community. New graduates with worship leadership experience will also be considered.
- Comfortable directing ensembles of all ages
- Effective leadership experience and strong communication skills
- Strong computer, organization, and planning skills (MS Office, Google Apps)

Physical Requirements:

- Ability to lift and move musical equipment (e.g., repositioning piano, setting up praise band instruments and equipment, up to 50 pounds)

Core Competencies:

- **Faithfulness:** Honors and demonstrates full support of the confessions, purpose, promises, and mission of the congregation, can demonstrate those values to others, and consistently behaves in a manner congruent with them.
- **Hospitality:** Generates a sense of hospitality and accessibility by their very presence; communicates a sense of vulnerability, warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation. Receives others as Christ.
- **Excellence:** Does excellent work. Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others. Strives for the highest levels of effectiveness in ministry and vocation.
- **Communication:** Practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability. Provides the information people need to know to reflect excellence. Doesn't contribute to surprises or triangles. Has hard and necessary conversations.
- **Worship Leadership:** Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **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.
- **Evangelism/Witness:** Stands ready to communicate and spread a message of good news, based upon the congregation's mission; articulates the message for members of the congregation, encouraging them to become evangelists and witnesses as well; supports a culture of evangelism, witness and ministry growth outside the walls of the congregation.