



**Woodlake Lutheran Church, Richfield, MN**  
**Worship and Music Director Job Description**

*Vision: Becoming a Gathering Place for All God's Children*  
*Mission: Trust in Jesus, Form Relationship, Create Community*

*Job Title: Worship and Music Director*  
*Employment Status: Full Time*  
*Standard Work Schedule: Varies*

**Position Objective**

The Worship and Music Director will support Woodlake's vision and mission by providing musical leadership and artistic talents to Woodlake's worship, programs, and events.

**Qualifications**

- Must be proficient in piano. Ability to play other instruments is desirable (e.g. organ, guitar, strings, percussion)
- Degree in worship, music or related work experience
- Experience directing vocal groups
- Communications, organization, and time management skills
- Technological competency (e.g. Email, Google Drive, One Drive, Publisher, etc.)
- Experience and competence in working with a variety of age groups
- Experience working with a variety of musical styles
- Experience planning liturgical worship

**Roles and Responsibilities**

- Plan and lead congregational worship gatherings with pastors (e.g. Sunday worship, funerals, weddings, etc.)
- Create worship bulletins including Sunday worship & funerals
- Foster the transition to a blended worship style that is creative, visionary, flexible, and diverse
- Be principal musician during worship services
- Utilize musical gifts of church members and local community
- Oversee the work of all contract musicians, accompanist, & ensembles
- Find substitute musicians when unable to attend congregational worship activities
- Work with the Worship and Music Commissioner to recruit, organize, and maintain a worship and music team.
- Work with Worship and Music team to plan 2-4 community concerts per year, develop and maintain worship and music budget, & maintain music library.
- Oversee maintenance of all Woodlake instruments (e.g. bells, pianos, organ, etc.)
- Oversee sound system equipment to ensure it is in proper working order
- Direct choirs and handbells
- Attend weekly staff meetings
- Send monthly report of worship and music activities to Leadership Board
- Work with staff and leadership to communicate to the congregation and community through newsletter, e-news, social media, and other communications
- Assist as needed with setup duties
- Maintain and develop skills and abilities through continuing education.
- Create an environment of continuous improvement by proactively soliciting feedback from volunteers and members and developing improvement plans based on feedback.

To apply, contact please send resume to [ncannon@woodlakechurch.org](mailto:ncannon@woodlakechurch.org) or mail to 2120 W. 76<sup>th</sup> St., Richfield, MN 55423