



Prince of Peace Lutheran Church  
13801 Fairview Drive • Burnsville MN. 55337  
popmn.org

## JOB DESCRIPTION

### Director of Music Ministries

(Adult SATB Choir & Handbell Choir Director)

**Reports to:** Director of Worship Arts

**Status:** Part-Time

**Start Date:** August 1, 2024

**Job Summary:** The Director of Music Ministries will support Prince of Peace Lutheran Church in its mission and ministry through exceptional musical and administrative leadership by building upon and expanding our strong tradition of choral and instrumental music ministries.

**Who We Are:** Prince of Peace Lutheran Church is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages. All new hires are filtered through a lens of organizational culture fit. To that end, all staff are expected to live into and embrace the following core values:

- **Dedication and Passionate** in service of the Gospel of Jesus Christ; increasing *trust* through *collaboration* that builds *honest vulnerability*, sustaining our dedication and passion for the Gospel of Jesus Christ.
- **Innovative** for the purpose of reaching more people with the Gospel of Jesus Christ that empowers staff ownership that seeks *accountability*.
- **Dependable** in our fulfilling work expectations while engaged in grace filled relationships with staff, volunteers, and members.
- **Relational and Personable** in all our interactions; treating one another with equity and respect.
- **Lead with Yes** to create open pathways for the Gospel of Jesus Christ to thrive in our lives while being open to other *perspectives* than our own.

#### Essential Artistic Functions:

- Nurtures the musical talents of all members of the congregation, attracts new members into the music program, and expands the opportunities available for participation in the music program.
- Selects repertoire, schedules weekly Thursday evening rehearsals, directs and nurtures volunteer singers for the **Prince of Peace Chorale**, our adult choral ensemble currently numbering up to 50 voices during the regular season (singing three Sundays per month from September-to the end of April).
- Possesses strong and effective communication skills to be able to teach musical concepts and vocal technique to adult singers representing all ages and abilities.

- Selects repertoire, schedules weekly Thursday evening rehearsals, directs and nurtures the **Peace Chimes**, our volunteer adult handbell ensemble, performing at least once per month from September-May.
- In collaboration with the worship team, selects theme, designs content, chooses repertoire, and schedules rehearsals for our annual Christmas and Easter worship productions involving over 100 voices, performed with orchestra and/or other instrumental accompaniment, enhanced and supported by the media arts department.
- Ability to nurture and develop the spiritual growth of the music ensembles under their leadership.
- Solo vocal and piano skills to lead sectional rehearsals and/or accompanying as needed..

### **Essential Administrative Functions:**

- Recruits and coordinates volunteer and paid instrumentalists as needed for choir accompaniment, including scheduling and rehearsing for the annual Christmas and Easter worship productions.
- Knowledge of basic computer skills, (e.g. Word) and email. Familiarity with music and/or worship-support software (e.g. Planning Center, Finale), and web tools (e.g. Google Docs), conferencing tools (e.g. Zoom). .
- Maintains a large choral and instrumental music library.
- Manage expense budgets under the direction of the Director of Finance.

### **Other Responsibilities:**

- \*Continues artistic and administrative planning for the choir's collaborative performance at Carnegie Hall in New York City, scheduled for June of 2025.
- Helps us to creatively dream about and envision the future of music ministry at Prince of Peace..
- Works collaboratively with the entire PoP worship ministry team and provides support as needed to other PoP ministries.
- Other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's Degree, with a preference for graduate degree with advanced training in choral conducting.
- Five years of ministry experience in a large-church environment.
- Essential Skills - vocal and piano; Bonus Skills - guitar or other instruments.
- Demonstrated musical excellence.

### **Physical Requirements:**

- Able to play the piano; able to set up rehearsal and performances spaces as needed.

### **Core Competencies:**

- **Musical Excellence** – Has high expectations for musical excellence and can bring these expectations to life through ensemble and congregational worship leadership.
- **Blended Worship Style** – Recognizes, appreciates, and embraces a blended expression of creative worship traditions from traditional Lutheran and contemporary Christian resources, in which congregational and choral ensemble participation is paramount.
- **Responsive Theology** – In collaboration with the pastoral and worship teams, selects choral repertoire that reflects the progressive theological norms and views of Prince of Peace Lutheran Church.
- **Creativity and Innovation** – Generates new ideas; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgement about which creative ideas and suggestions will work be successful.
- **Mission Ownership** – Demonstrates understanding and full support of the mission and values of Prince of Peace Lutheran Church; can demonstrate those values to others; consistently behaves in a manner congruent with the mission and values.

- **Hospitality/Accessibility** – Generates a sense of hospitality and accessibility by his/her very presence; communicates a sense of availability, warmth, openness, and approachability; supports a culture of welcoming and connection in the life of Prince of Peace Lutheran Church.
- **Spiritual Maturity** – Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic; nurtures a rich spiritual life in self and others; seeks the ongoing wisdom and guidance of appropriate mentors.
- **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; shares credit for success with others, takes responsibility for his/her part in team failures.
- **Professional Development** – Seeks out programs and offerings to engage in professional development opportunities to nurture and enhance personal growth.

**Salary:** up to \$45,000

**Part-time Hours:** up to 20 hours per week

Note: Hours may be reduced, and salary level adjusted to flexibly meet the candidate's professional career schedule.

Note: This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities. Any statement contained herein does not establish a contract for employment and may be subject to change at the discretion of the employer.

**• Application materials due by June 28, 2024, including:**

- Letter of application and resume detailing current music and worship duties
- Statement of your leadership philosophy for:
  - *Spiritually nurturing the choir*
  - *Selecting a creative variety of modern choral repertoire*
- List of choral repertoire performed in the past performing season (September-May)
- Three letters of reference including a direct supervisor, singer, and professional colleague.
- Bonus Submission: Video clip/s of candidate conducting an adult choir and singing a vocal solo.

**send all items via email to:**

**Mr. Kienan Mick, Director of Finance, [kmick@popmn.org](mailto:kmick@popmn.org)**