



A Welcoming Community

St Stephen Lutheran Church
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Minister for Worship/Music/Youth/Children's Christian Education Job Description

Purpose: To envision, enable and administer all the activities of the church which incorporate music and worship, and plan and implement ministry to children and youth, supporting and enhancing the vision and mission statement of the church

Accountability: To the mission and goals of the St. Stephen Lutheran Church as determined by the congregation and the leadership board.

Supervision: Senior Pastor/Mutual Ministry Team

Qualifications:

1. Leadership experience in church music, including use of administrative, musical and ministry skills and varied experience in both traditional and contemporary forms of worship.
2. Experience in working with youth and children.
3. Professional degree(s) in music.
4. Biblical knowledge and some knowledge of Lutheran theology.
5. Skilled in communicating clearly with all ages, verbally and in writing.
6. Flexible with a high tolerance for ambiguity and change.
7. Experience with leading others in the growth of their Christian faith by word and example.
8. Skilled in many of the following areas: Choral conducting, leading contemporary Christian music, keyboard/instrumental performance, vocal training, worship planning, creative/visionary orientation, organization/administration/, composition/arranging, instrumental conducting.
9. Success as a part of a cooperative relational environment with pastors, musicians, committees, church members, children and youth.

I. Responsibilities in Music/Worship

1. Work alongside the pastor to plan and coordinate all worship services, music/arts events in the church.
2. Select choral and service music suitable for themes developed by pastor for regular and special services.
3. Schedule musical leadership for services, vocal ensembles, instrumentalists, soloists for participation in services.
4. Create Assisting Minister Schedule for various described roles in services and provide training – invite the involvement of new assisting ministers (with pastor input); serve occasionally as Cantor, Reader, Liturgist & Communion Assistant.
5. Direct St. Stephen Chorale in seasonally appropriate selections for most Sundays –

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- September – June – Thursday night rehearsals, loving and nurturing participants and calling them by name, opening for them pathways to experience God and fellowship with God’s people.
6. Direct the Chatauqua Community Chorus, according to its stated goals, recruiting new members in Sept/Jan, choosing extended works for performance in Dec and spring, hiring needed instrumentalists/soloists, pr to local media/schools – Thursday night rehearsals following St. Stephen Chorale.
 7. Supervise and/or lead adult worship team for weekly rehearsals, Thursday nights, and services; loving and nurturing participants and calling them by name, opening for them pathways to experience God and fellowship with God’s people
 8. Lead youth worship team for occasional participation in Sunday worship (approximately once per month including confirmation service)
 9. Create musical opportunities within children’s Sunday Club program developing gifts (weekly music/worship element 10:15, Christmas pageant, Palm Sunday, Mother’s day tea)
 10. Choose and acquire music needed for all ensembles, other needed worship/music resources.
 11. Oversee filing of music and instrument maintenance.
 12. Oversee music staff – recruit, review, hire in cooperation with pastor and mutual ministry team.
 13. Develop budget for music/worship ministry based on history, along with finance team and pastor and maintain awareness of said budget.
 14. Attend staff meetings.
 15. Submit monthly reports to leadership board, attending when needed, and annual report to the congregation; attend quarterly Ministry Team Rally; submit monthly article for newsletter about worship and music.
 16. Attend professional workshops, conventions to gain new ideas and professional training.
 17. Provide opportunities for spiritual nurture and community building for participants in music programs.(Seasonal “thank yous.”)
 18. Oversee operation and maintenance of Sound Booth and sound equipment, recruit and train Sound Techs.

II. Responsibilities in Youth and Children’s Christian Education

1. Work with staff and adult mentors to provide spiritual nurture, service, outreach, music and recreation for children and youth.
2. Find and work alongside Elementary Christian Education coordinator in selecting and ordering curriculum and programming for pre – 6th graders.
3. Assist the coordinator in selecting, educating, screening Sunday Club leaders – provide seasonal “thank you treats” to show appreciation/team building including end of year luncheon.
4. Be available to the coordinator on a regular basis to support programming.
5. Invite, train, equip, screen and work alongside adult mentors in 7th – 12th grade programs (along with pastor) – finding areas each can coordinate within the program (see coordinators form.) Have occasional planning meetings as needed. Provide seasonal “thank you treats” to show appreciation, including end of year luncheon; loving and nurturing participants and calling them by name, opening for them pathways to experience God and fellowship with God’s people.

6. Confirmation – (grades 7th and 8th taught by Pastor) . Continue development of 9th grade confirmands through their year long service projects, participation in youth group and all functions, retreat to prepare their faith statements and plan their service and final lock-in to celebrate their impending confirmation (warm fuzzies).
7. Plan and outline the tentative youth calendar with the pastor prior to start of new church year (September) including targeted summer mission/youth event and related fundraisers (submit immediately for approval to leadership board), and other related servant projects (homebound visits, homeless clothing/meals, 30 hr. famine,, can drive, etc...)
8. Plan and oversee youth group meetings most Sunday evenings 5:30 worship team rehearsals, 6:30 – 8 pm including youth worship and recreation for all ages and programming for 9th-12th grades loving and nurturing participants and calling them by name, opening for them pathways to experience God.
9. Coordinate Sunday morning Bible Study for teens – purchase curriculum, interact with coordinator.
10. Oversee all youth events – encouraging leadership for each event by other adults and youth, sharing responsibilities in each event.
11. Oversee all mission trips – parental leadership required for all fundraisers, youth group participation for all youth. Invite one adult (usually a parent mentor who cannot afford to otherwise go on the trip) to serve as mission trip staff alongside pastor and youth minister (can take responsibility for keeping financial records, etc...) Make all arrangements for trip – through mission organization, group airlines, hotels. Provide training for the team.
12. Communicate thoroughly all upcoming programs to parents/youth/children by email, phone calls, letters and postcards. Send long term schedules as well as short term postcards! Ask for RSVP!!
13. Develop youth leadership (share responsibilities of phoning, planning events, etc... encourage participation for college apps).
14. Establish budget for the programs based on history and discussion with pastor/finance team.
15. Submit monthly written report to the leadership board, attending when needed, and annual report to the congregation; submit monthly newsletter article about Youth Ministry & Christian Ed.
16. Supervise use and maintenance of youth room.
17. Promote the involvement of youth in all areas of ministry in the church.
18. Oversee/coordinate/invite leadership and all workers in VBS – choose curriculum and oversee all details.
19. Attend youth and Christian Ed educational workshops or opportunities/take mentors to some as well.
20. Attend weekly staff meetings.

III. 1.Cooperate with the pastor to perform other appropriate tasks as needed.

Physical and Mental Requirements:

1. Sedentary work requirement with constant (more than two thirds of the time) hearing, sitting, and talking.
2. Basic mathematical skills, elevated reading skills, general reasoning skills, excellent speaking, writing, typing skills.

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Environmental Conditions:

1. Work is predominantly inside; special events and trips may involve outdoor exposure – potentially extreme in mission trips.
2. Frequent use of stairs to access all work areas.

Equipment:

1. PC using Word, mailing programs, etc.
2. Phone, Fax, Copy machines

Major Challenges:

1. Communicating within a complex organizational matrix among and between staff, volunteers, ministry teams, Leadership Board and congregation
2. Motivating and engaging members of all ages in carrying out the mission of St. Stephen.

Our Mission Statement:

St. Stephen is a **Welcoming** Community,
Believing God loves everyone and all creation,
Sharing our Spiritual journeys in service and celebration.