



Thank you for your interest in our Director of Contemporary Ensembles position. Below, you can find a complete description of the position itself. As a member of the Hope music team, the Director of the Contemporary Ensembles will take a creative role in guiding the future of Hope's music ministry, its contributions within our church, as well as those within the surrounding community. This will take place at all of Hope's campuses. We are located in the center of the ever-expanding community of The Villages in central Florida. Most of our parishioners have moved here, splitting the year with another residence elsewhere, or have relocated to this beautiful area in retirement altogether. Any applicants should be aware of this unique community and the potential for outreach before applying. As our focus within ministry and evangelism rapidly expands, we also look to a future where we can meet needs and offer genuine community to a more diverse age bracket of young people and families.

Please email a professional resume outlining experience, education and references with a cover letter to musicupdate@hope2all.org. Also, you are asked to include a link to any video footage you may have showing your skills and leadership in front of a congregation. Please do not call. This search will be ongoing and may take extra time before you receive any follow-up communication.

Thanks again in advance,

Ken Wood

Director of Music Ministries



Director of Contemporary Ensembles

A. Job Overview and Accountability

The Director of Contemporary Ensembles works under the administration and oversight of the Director of Music Ministries to plan, coordinate and implement all necessary tasks within the purview of the music department with regard to services, special events, rehearsals, training of volunteer musicians and the organization and support required therein. The focus primarily pertains but is not necessarily limited to styles within contemporary or blended formats. The Director of Contemporary Ensembles works alongside both volunteer and contracted musicians on worship teams, as well as acting as a competent soloist when required. This individual is accountable to the Director of Music Ministries.

B. Essential Functions

1. Recruits for, rehearses and directs current and future contemporary music ensembles for rehearsals, services and special events by selecting appropriate repertoire as approved by the Dir. of Music Ministries and providing material and sufficient time to ensemble members for adequate advanced preparation.
2. Assists with continued building of music dept. programs, ensembles and activities, including fostering relationships with outside musicians from the surrounding community.
3. Coordinates regularly with the AV Engineer and/or their team for smooth interaction between stage and booth.
4. Regularly updates information for and communicates with musical groups underneath leadership through various means of media and communication, including rehearsal and performance schedules and personnel.
5. Shepherds the spiritual connection of all members of contemporary ensembles as small groups.
6. Oversees weekly department-wide email blast communication and other needed electronic communication within the department.
7. Institutes timely updating of music dept. records (i.e. member lists, email info. etc.) and works with other office personnel to keep current.
8. Manages and interacts with existing teams of music dept. volunteers to continue effective departmental operations including: section leaders; music database; distribution and filing personnel; social committee members; other clerical and non-clerical volunteers; absentee follow-up/well-wishes.
9. Attends and contributes to weekly staff meetings.
10. Attends and contributes to less frequent worship planning and/or vision meetings.
11. Assists with contracting additional musicians for special events or other vacancies as well as any necessary music preparation.
12. Fulfills any necessary legal record keeping or advanced research obligations to avoid copywrite infringement.
13. Provides competent substitutes for scheduled and emergency absences.
14. Supports outside performing groups who come to use our facilities.
15. Assists with on-going service coordination, repair and maintenance of non-tech., church-owned musical equipment, acoustic and electric instruments.

C. Competencies

1. Maintains a working knowledge of liturgical practices within traditional and contemporary worship formats, ensemble leadership, accompaniment/performance ability at either guitar or keyboard, sight-reading skills and methodology for teaching and encouraging volunteer vocalists/instrumentalists.
2. Remains up to date and familiar with current software and technology utilized in service preparation and implementation, including that of social media.
3. Ability to adapt to flexible and changing work hours.
4. At least an intermediate level of computer skills including Microsoft Office Software.
5. Ability to build teams and provide an atmosphere of musical learning and growth through teaching and training.
6. Possesses excellent communication, interpersonal and organizational skills and is comfortable addressing large groups.

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7. As a representative employee of Hope Lutheran and a “team player”, the Dir. of Contemporary Ensembles should foster an atmosphere of mutual caring and respect of other church staff, members, volunteers, hired contractors and visitors.
8. Demonstrates a high level of trust and ability to protect the reputation and integrity of others through strict confidentiality.

D. Supervisory Responsibility

This position supervises all personnel—both paid contractors and scheduled volunteers—within any music ensemble participating in or defined by the contemporary genre on behalf of Hope Lutheran Church. This includes but may not be limited to: vocal groups, bands, small instrumental ensembles and soloists.

E. Work Environment

This job operates partially in an administrative capacity out of the music department office but also in performance/ service spaces including sanctuaries, fellowship hall and practice spaces. The individual will be subject to noise, particularly during music rehearsals and performances.

F. Physical Demands

1. Required to sit, stand, reach, lift, bend, kneel, stoop, climb, push & pull items weighing 50# or less.
2. Manual dexterity, both at a computer and at a preferred instrument of choice.
3. Auditory and visual skills.

E. Position Type/Expected Hours of Work

This is a full-time, average 40 hrs. p/w position. Weekend and mid-week service needs require that regular hours will not fall within a “typical” business week, but days and times will be determined by the individual and staff to maximize effectiveness of the position. Paid benefits are included.

F. Travel

This position will require employee to use personal vehicle to travel to more than one church campus to facilitate multiple rehearsals and services within a given week.

G. Required Education and Experience

1. Bachelor’s Degree in music or equivalent focus is preferred.
2. At least 2 years prior experience in music direction/conducting and instrument/voice performance, specific to contemporary formats and genres.

H. AAP/EEO Statement

Hope Lutheran Church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by law. As an expression of the church, Hope Lutheran Church may consider religious factors, including clergy or lay status, in making personnel decisions.

I. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Approved May 17, 2018