



MUSIC MINISTRY ASSOCIATE POSITION DESCRIPTION

POSITION TITLE: Music Ministry Associate
HOURS: 2-3 weekends per month
REPORTS TO: Director of Music Ministry
LOCATION: Moorhead Campus
PAYROLL STATUS: Stipend; non-exempt
MISSION: *To share the grace and truth in Jesus Christ as He is changing our lives.*
VISION: *To see the life and message of Jesus transform hearts, homes, and cities.*
CORE VALUES: *Jesus and God's Word, Grace and Truth, Disciples Making Disciples*

I. POSITION SUMMARY

To assist the Director of Music Ministry in serving Triumph East by shepherding God's people in musical responses of worship to the person and work of the Triune God

II. RESPONSIBILITIES

<i>Key Accountability</i>	Rank	Weight *
<i>Worship Service Leadership & Execution</i>	1	70
<i>Relationships</i>	2	10
<i>Music Ministry Team</i>	3	10

** Weight accounts for 90% to accommodate unexpected, ad hoc tasks*

1- WORSHIP SERVICE LEADERSHIP & EXECUTION (WEIGHT: 70%)

- **Accountability Statement:**
 - To lead Triumph's (East Campus) corporate worship moments
- **Measure of Success:**
 - Worship moments are rich in truth, musically beautiful, accessible and invitational to the congregation, and free from earthly distraction.
- **Responsibilities and Actions include, but not limited to**
 - Collaborate & coordinate with Director of Music Ministry and Preaching Pastor(s) to develop and plan worship services.
 - Provide musical worship leadership 2-3 weeks (Sunday and Wednesday) of the month, and when leading:
 - Work with Preaching Pastor(s), Campus Staff & Director Music Ministry to plan Worship Services
 - Prayerfully plan setlists.
 - Communicate any expectations to volunteer's beforehand (specific musical notes/direction, call times, etc.)
 - Arrive early to check ProPresenter arrangements and stage setup.
 - Lead the band.

- Lead 1-2 services during Holy Week at Triumph, in coordination with Director of Music Ministry
- Lead Christmas Eve services every other year, in coordination with Director of Music Ministry

2- RELATIONSHIPS (WEIGHT: 10%)

- **Accountability Statement:**
 - Develop and foster relationships with Music Ministry volunteers to further connect them with Jesus, each other, and their church home, as they serve their church as a part of the Music Ministry team.
- **Measure of Success:**
 - Music Ministry Volunteers will be regularly encouraged in their service and feel engaged in their ministry role.
- **Responsibilities and Actions include, but not limited to:**
 - Support the Director of Music Ministry in recruiting, auditioning, training, and encouraging Worship Arts volunteers, as skills, knowledge, and time allow.
 - Regularly attend worship services when not leading to connect with volunteers and congregation.

3- MUSIC MINISTRY TEAM (WEIGHT: 10%)

- **Accountability Statement:**
 - Work as a part of a larger team, ensuring the Music Ministry Team continues to serve vibrantly within the greater ministry of Triumph.
- **Measure of Success:**
 - Communication and trust are maintained within the greater Music Ministry Team (staff and volunteers) to ensure the department is carrying out its called ministry.
- **Responsibilities and Actions include, but not limited to:**
 - Meet for monthly meetings with Music Ministry Team
 - Provide AV/technical support to the Director of Music Ministry, as skills, knowledge, and time allow.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to the Director of Music Ministry who will conduct quarterly reviews.
- Work as a team with our Campus staff in terms of communication and collaboration
- Work as a team with all Music Department staff.
- Work with pastors, directors, staff, and volunteers in an honoring and encouraging manner.
- Maintain openness, respect, honor, and collaboration with those in ministry at Triumph to foster trust and a sense of unity in the mission and values of Triumph Lutheran Brethren Church
- Collaborate and communicate with staff from all campuses, including Central Service staff, as needed.

IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
 - Acknowledgment of the Lordship of Jesus Christ in his/her life
 - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, serving, and involvement in accountable relationships.
 - Commitment to avoid any lifestyle choices that would compromise his/her credibility as a leader at Triumph.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.
- Knowledge, Skills, and Gifts:

- Exhibit excellent organizational, administrative, and interpersonal skills. Be able to work with a larger ministry team. Be able to problem solve, maintain, and protect confidentiality. Have excellent written, verbal and time management skills. Be able to learn ministry related computer software as assigned.

V. CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph; with Triumph being their church home.

VI. HOURS AND COMPENSATION:

- This is a part-time position (number of hours indicated above) which will entail working evenings and weekends.
- Timesheets will be turned in to record hours worked.
- Mileage reimbursement is available for approved trips.
- Employment relationship is outlined in Triumph's Employee Handbook

VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires the ability to travel.
- Requires the ability to lift 20 lbs.
- Requires a valid driver's license and insurable driving record.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping, and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Music Ministry Associate, East Campus

Director of Music Ministry,

Date: _____

Updated: 4/1/2024