

ORGANIST

Performance Level

3 Hours

Responsibilities:

The Organist will:

- Perform hymns, preludes, etc., at weekly services
- Select service music and submit selections for coordination and approval of Director of Music
- Prepare for worship by doing personal practice
- Practice with worship participants (choir, special music participants, worship leaders) as needed in preparation for worship
- Develop new worship opportunities through the music ministry programs
- Offer direction and new insights for the growth of the ministry program
- Secure supply organist, upon approval of the Director of Music, for any absence
- Play for special services as needed.
 - o Compensation for special services is included in the salary offered, and based on up to 11 (eleven) services/events other than Sunday services, including: Ash Wednesday, midweek Lenten services, Maundy Thursday, Good Friday, Easter Vigil and Christmas Eve.
 - o If additional services are required, the rate would be \$65/service, with the right of first refusal.
- Work with music teams and their leadership to maintain the highest standards of healthy team dynamics
- Report maintenance and care issues of musical instruments to the Director of Music
- Maintain confidentiality and professionalism

Qualifications:

The Organist will have:

- Proficiency on Moller pipe organ (Installed 1941. Rebuilt in 1989 to include a total of 11 Ranks)
- Proficiency on piano
- Familiarity with worship liturgies, specifically in Lutheran Christian tradition
- Ability to motivate and encourage others to share their musical gifts
- Willingness to work on a team for the good of the ministry vision and specific goals
- Self-motivation to maintain standards of job expectations
- Ability to accept direction from Pastor and Director of Music
- Documentation of compliance with all applicable Pennsylvania background checks

Reporting Structure:

The Organist reports directly to the Director of Music.

A yearly evaluation will be conducted in conjunction with the Director of Music.

DIRECTOR OF MUSIC

8 Hours

Responsibilities:

The Director of Music will:

- Coordinate music planning for all worship services
- Meet with the pastor and other church leaders on a regular basis. This will be scheduled in coordination with the pastor
- Prepare a monthly report and submit the report to Worship and Music
- Serve as member and advisor to the Worship and Music team
- Offer direction and new insight for the growth of the ministry programs
- Communicate with Church Parish Administrator for bulletins, special service announcements, special worship plans, etc.
- Directly manage music ministry staff in daily operations
- Manage annual spending plan for Music
- Approve and purchase materials for music programs
- Purchase and maintain all copyrights on behalf of the congregation
- Oversee the maintenance of all church-owned instruments
- Maintain confidentiality and professionalism
- Work with music teams and their leadership to maintain the highest standards of healthy team dynamics
- Develop new worship opportunities through the music ministry programs
- Approve substitutes/supplies for any Performance Level needs
- Attend worship at all musical services per week
- Prepare a summary of the past year's accomplishments for the Congregational Annual Report
- Participate in review of job descriptions and serve on the interview team for all Directors level and Performance level music leadership

Qualifications:

The Director of Music will have:

- Experience in church music planning
- Familiarity with worship liturgies, specifically in Lutheran Christian tradition
- Ability to motivate and encourage others to share their musical gifts
- Willingness to work on a team for the good of the ministry vision and specifically goals
- Ability to accept direction from Pastor and Worship and Music team
- Be self-motivated to maintain standards of job expectations
- Provide documentation of compliance with all applicable Pennsylvania background checks
- Experience in personnel management and team leadership

Reporting Structure:

The Director of Music reports directly to the Pastor.

A yearly evaluation will be conducted in conjunction with the Congregation Council.

CHOIR DIRECTOR

3 Hours

Director's Level

Responsibilities:

The Choir Director will:

- Lead weekly choir rehearsals (commencing the week after Labor Day through Trinity Sunday)
- Lead choir in weekly services
- Select music for choir and submit selections for coordination and approval of the Director of Music
- Lead choir in special services as needed.
 - o Compensation for special services is included in the salary offered, and based on 4 (four) services/events other than Sunday services, including: Ash Wednesday, Maundy Thursday and Christmas Eve.
 - o If more than 4 (four) services per year are required, at the approval of the Director of Music, each additional service will be compensated at the rate of \$40/service, not to exceed 4 (four) additional services within the calendar year
- Maintain confidentiality and professionalism
- Work with music teams and their leadership to maintain the highest standards of healthy team dynamics
- Develop new worship opportunities through the music ministry program
- Offer direction and new insights for the growth of the ministry program
- Secure supply director, upon approval of the Director of Music, for any approved absence
- Attend 1 (one) continuing education or music workshop per year to enhance skills and preview new worship music

Qualifications:

The Director of Music will have:

- Experience in leading choral groups
- Familiarity with worship liturgies, specifically in Lutheran Christian tradition
- Ability to motivate and encourage others to share their musical gifts
- Willingness to work on a team for the good of the ministry vision and specific goals
- Ability to accept direction from Pastor and Director of Music
- Be self-motivated to maintain standards of job expectations
- Provide documentation of compliance with all applicable Pennsylvania background checks

Reporting Structure:

The Choir Director reports directly to the Director of Music

A yearly evaluation will be conducted in conjunction with the Director of Music.