

Peace Lutheran Church + ELCA
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POSITION DESCRIPTION FOR MUSIC MINISTER

Supervisor and Staff Role

The Music Minister is supervised by the pastor and works directly with the worship committee, rostered staff, and choir directors in planning coordination and presentation of all events of the congregation that include music.

Position Purpose

The Music Minister is responsible to the congregation for directing and leading the music ministry of the congregation. The Music Minister will oversee, with the worship committee, all facets of musical presentation in the congregation to ensure that all we do musically brings glory to God.

Responsibilities

1. Direct the organization and implementation of a comprehensive congregation music program including choir and vocal and/or instrumental ensembles.
2. Provide organ and piano leadership at all regularly scheduled worship services.
3. Assist in the selection and provision of appropriate music for special projects, and other congregation-related activities.
4. Work with the pastor in planning congregational services and selecting the music.
5. Serve as member of the worship committee. Coordinate the music program, music budget, and the overall music calendar.
6. Oversee procurement and maintenance of the music library, materials, supplies, musical instruments, and other equipment used in the music ministry.
7. Prepare reports necessary to keep the congregation fully informed concerning the music ministry.
8. In conjunction with the choir director, oversee adequate direction of the choir during the fall through spring worship schedule; including recruitment of members, organizing the choir, scheduling, and accompanying rehearsals. The choir generally sings at services a minimum of two Sundays per month from Labor Day through

Memorial Day, and at festival services as scheduled in conjunction with the pastor and worship committee.

9. Coordinate and recruit special music for worship services when no congregational group is scheduled.
10. Collaborate with other community musical groups to produce occasional joint performances of special church music.

Qualifications

1. We seek a professional musician who has a solid understanding of Lutheran musical and worship traditions and practice. Knowledge and experience in contemporary Christian music is a plus.
2. The following specific qualifications are required:
 - A. Experience in leading worship service from the organ and/or piano.
 - B. Skills in leadership, organization, and verbal and written communication.
 - C. The ability to work comfortably with people of varied musical skills; and to relate to musicians in a one-to-one or group setting.

Working Conditions

1. The position of Music Minister requires flexibility in work hours, including weekends and some evenings. The position is a part-time, salaried position. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position and may vary at different times of year.
2. Office space and secretarial support will be provided by the congregation for work related to this position.
3. Adherence to all Personnel Policies of Peace Lutheran Church is required.