Shepherd of the Lakes Lutheran Church

# Job description: orGANIST/choir director.

**Position status:** Part-Time Employee (~10 hrs. /week average)

Reporting Relationship: The Organist/Choir Director works with the Pastor, Director of Youth and Family Ministries, Worship Committee, and Administrative Assistant, and is ultimately accountable to the Church Council.

**Job Summary:** The Organist/Choir Director encourages spiritual growth through music, and develops and provides musical leadership for the musical ministries at SOTL consistent with the liturgy for worship.

**Essential Duties and Responsibilities:**

* Use the organ and piano to accompany all musical ensembles as well as the worship music for two weekly Sunday morning worship services at 8am & 10:30am, mid-week services at 7pm during Lent and Advent, and mid-week services at 7pm the first Wednesday of every month.
* Lead a variety of music ministry opportunities for all ages and ability levels for the purpose of supporting Sunday morning worship services. This includes the Chancel Choir, Children’s Choir, and Joyful Ringers. There is also opportunity for solos, duets, trios, and other small ensembles.
* Choir director / organist will enlist the services of additional musicians for special services such as Christmas Eve, Holy Week, and Easter.
* Conduct a consistent schedule of rehearsals at times that best gather the ensemble members and director.
* Communicate with members, parents, and the church office of any necessary changes to rehearsal times.
* Collaborate with the Pastor and Worship Committee to select worship liturgies and hymns.
* Provide music titles and other information to the church office monthly.
* Participate in staff meetings and communicate regularly with the staff and Church Council regarding worship needs/plans.
* Plan and implement an annual “Advent Festival” worship service to be held the second Sunday in Advent.
* Be responsible to purchase all necessary sheet music, music licenses, and supplies using the funds set aside by a pre-approved music budget while staying within the confines of that budget.
* Oversee the maintenance and bi-annual tuning of all musical instruments including 3 pianos and the pipe organ.
* Submit for the congregation’s knowledge and approval an annual proposed music budget and annual report to be included in a booklet for the congregation’s annual meeting in January.
* When available, provide music for weddings, funerals, and memorial services at mutually agreed upon fees.
* Be permitted to use the church facilities (organ, piano) for private teaching. Times of lessons and use of facilities must be scheduled in advance through the church office so as not to conflict with other church program needs.
* Be responsible for developing policies regarding the use of the church’s musical instruments and seek Church Council approval for any and all changes.

**Qualifications:**

* Demonstrated knowledge of Christian worship and music traditions.
* Sufficient academic background (Bachelor’s Degree preferred), training and experience necessary to perform Essential Duties and Responsibilities of the position, including knowledge and experience in planning music appropriate to the liturgical church year.
* Ability to relate well to adults and youth to inspire, teach, and lead ensemble members.
* Ability to inspire and enhance the congregation’s worship experience through music.
* Ability to plan, schedule, prioritize, take initiative, and be self-directed on a variety of tasks.

**Other Information:**

**Salary:** Negotiable and based on experience

**Benefits:**

* There is a possibility for some reimbursement for reasonable continuing education expenses. This is to be determined by the Church Council on a case-by-case basis.

**Vacation:** Two work weeks (including Sundays) annually, to be taken in one-week increments.

* The Organist/Choir Director will assist the church in obtaining a substitute.
* The church shall pay for the services of a substitute organist and/or director.

**Sick Leave:** Up to 2 paid days of sick leave during the course of one calendar year.

* In case of extended illness, the church may consider the granting of additional sick leave time.