

Position description: **Director of Music Ministry** (full-time, exempt)

St. John's Lutheran Church, 500 3rd St W, Northfield, Minnesota, 55057

Primary function: To lead the music ministry of the congregation, serving as organist, director of the adult choir and other ensembles, and coordinating the music programs of the congregation.

Source of supervision: senior pastor

Direction of other staff: music staff, including all part-time ensemble directors

Expectations and qualifications of this person:

1. A mature faith, commitment to a Lutheran theology of grace and forgiveness, and awareness and experience of Lutheran worship traditions.
2. Demonstrated skills and experience in playing the pipe organ and piano, choral conducting and vocal technique, and in leading congregations in worship.
3. Strong organizational abilities, leadership aptitude, and interpersonal skills which enable effective team ministry and working with congregation members.
4. Earned Bachelor's degree preferred, or comparable professional experience.

Work performed:

A. Coordination of Music Ministry at St. John's

1. Coordinate, nurture, and promote the entire music program of the congregation.
2. Plan the liturgy and hymns with the Senior Pastor and other staff.
3. Supervise the music staff and work with them to ensure all components of the program are consistent with Christian faith, with the policies and practices of St. John's, and that they maintain a high musical quality with emphasis on teaching and ministry to the congregation.
4. Prepare materials and agenda for monthly music staff meetings, keep a file of resource materials for the music staff, and represent the music staff at new member orientation meetings if needed.
5. Schedule the cantors in conjunction with the coordinator of Assisting Ministers.
6. Attend weekly church staff meetings, plan seasonal programs and special services, and serve as liaison between the music staff, other church staff, the Worship and Arts Board, and the Senior Pastor.
7. Supervise instrument maintenance, assist in building the Music Library, order all music supplies in conjunction with the Parish Administrator, and be responsible for the music budget and all music-related expenses.
8. Meet monthly with the Worship and Arts Board and prepare and present the annual budget request.
9. Prepare reports and/or information as requested by Boards and/or the Congregation Council.
10. Recruit, encourage, and incorporate other musicians into the congregation's worship and faith life. Be responsible for instrumental solos and ensembles, including liturgical musicians; select music, transpose, make music copies, rehearse and direct, as necessary.

11. Write and/or arrange music for instruments, choirs, and/or congregation, as necessary, while understanding and applying appropriate copyright regulations.
12. Recruit, coordinate, and accompany (if needed) solo or small vocal/instrumental ensembles to provide summer music for worship, as well as during the regular church year as needed.
13. Write music news releases and announcements for the *Voice*, worship bulletins, Northfield News, and other publications.
14. Coordinate the Sunday Morning Concert Series with the Associate Pastor. Refer to the SMCS document in the pastor's office.
15. Serve as resource person to various church ministries (WELCA, Sunday School music needs, etc.)
16. Be available, as needed, to consult with families for funerals, memorial services and weddings.
17. Serve as a contact person and/or assist with outside musical groups, such as the annual January visit of the St. Olaf Choir at worship, visiting or touring choirs, bands, bell choirs, etc., using St. John's Hall or Sanctuary.
18. The Director of Music Ministry should seek out opportunities for professional development, such as attending conferences, workshops, music reading clinics, lectures and concerts, and participation in organizations e.g. AGO, ALCM.
19. Other responsibilities as necessary.

B. Organist

1. Lead and assist congregation in singing of hymns and liturgy.
2. Provide music for the worship services of the congregation, including but not limited to Sunday morning, mid-week Lenten and Advent, Maundy Thursday, Good Friday, Easter, Christmas Eve, Christmas Day, Thanksgiving, Epiphany, principal festivals, and other occasional services as requested.
3. Be responsible for preludes, offering music and postludes for services.
4. Rehearse with senior choir and other choirs as necessary.
5. Accompany choirs on Sunday mornings as agreed with directors.
6. Rehearse with cantor prior to Sunday service.
7. Play at weddings and funerals as requested. Organist receives "first call and right of refusal". The services of another organist may be used with the permission of the regular organist.
8. Consult with bride and/or groom prior to the wedding to select appropriate music, following the established Wedding Policies of St. John's. The Director of Music Ministry shall make the final decision regarding use of music for a wedding. If the organist and/or the presiding pastor is not a member of St. John's staff, the final decision shall be made by the Director of Music Ministry.
9. For weddings and funerals, the organist will receive an additional fee, to be determined by the organist according to professional salary guidelines.
10. Supervise care and maintenance of the organ.
11. Provide accompaniment, as needed, for solos and other special vocal or instrumental music at worship services.
12. Arrange for a competent substitute as necessary.

C. Director, Senior Choir

1. At a minimum, direct one choir rehearsal per week, September through Pentecost Sunday, in preparation for participation in worship on Sundays and festival days, including an occasional ecumenical community worship service, as scheduled in consultation with other music staff and the Senior Pastor.
2. Plan with the music staff, other staff, and the pastors during scheduled meetings.
3. Prepare the service liturgy and hymns for Sunday worship, including any hymn verse to be sung by the choir and/or verses using men/women. Prepare the selected Psalm and other selected responses.
4. Rehearse the choir before the worship service at which the choir sings. And, direct the choir in its liturgical leadership role including special music.
5. When possible, prepare one or two major works each year as part of a worship experience.
6. Train the choir in good vocal technique through warm-ups and personal demonstrations.
7. Inspire the choir through strong conducting and rehearsal techniques.
8. Provide an atmosphere of musical learning and of understanding of the liturgical role of the choir in worship.
9. Actively recruit new Senior Choir members.
10. Coach and rehearse soloists and instrumentalists for Senior Choir anthems.
11. Select music for the Senior Choir, considering balance, variety, liturgical appropriateness, relationship to the Sunday or season of the church year.
12. Supervise filing of Senior Choir music.
13. Together with the Senior Choir officers, plan fellowship opportunities for the Senior Choir.

D. Director, other ensembles

1. Other ensembles (such as one of the youth or children's choirs) may be added to this position as the positions become open. Further responsibilities for these will then be listed. The decision to add ensembles would be based on the congregation's need, on the Director of Music Ministry's interest and capabilities, and additional compensation would be negotiated at that time.

Accepted by:

_____ Date signed _____

Senior pastor

_____ Date signed _____

Director of Shared Ministries