**Position: Director of Music** (DOM) or Organist and Choir Director can be two positions, but prefer combined.

**Position classification: Part Time (15 hours/week \*)**

**Reports to: Lead Pastor**

**Overview:**  This Director of Music is a leadership position responsible for a wide variety of music ministries. The DOM is to be a supportive partner with staff, boards/committees and congregation. The DOM operates both behind the scenes and in the public eye. This position is critical to St. John’s worship life and music education.

**Core Requirements:** The DOM shall:

* Be proficient on organ and piano as determined by a panel of clergy and lay leaders.
* Plan, prepare and play appropriate music for all regular and special church services
* Interface with pastors and worship leaders to ensure that music planning is aligned with seasonal themes and supports mission objectives of St John’s
* Direct and maintain choir programs, including recruitment of volunteers to help
* Maintain and enhance St John’s musical ministry by inviting people of diverse musical abilities to perform during worship.
* Be a role model for young and old through leadership and participation in the various aspects of life within the St John’s community

**Ongoing duties (including but not limited to):**

* Meet regularly with pastors to understand themes from readings and sermon and incorporate them in planning and selection of music for services including; prelude, postlude, psalm tones/refrains, offering and communion. Communicate plans to pastor and church office for inclusion in the weekly bulletin.
* Establish a schedule for regular choir rehearsals and dates for choir pieces (includes senior choir and funeral choir, The Messengers).
* Accompany choirs and individuals/groups as needed. Play for special occasions if available
* Procure music as needed, within annual budget constraints and in compliance with (copyright) Fair Use guidelines.
* Schedule periodic tuning of pianos and organ. Present, as needed, requests for repair of instruments to the Lead Pastor.
* Seek and solicit involvement of other musicians to periodically share their talents within the worship context.
* Play for weddings and funerals (see below)
* Create quarterly cantor schedule and communicate/rehearse with cantors.
* As directed by pastors, lead the congregation in learning new hymns and liturgies, seeking out new pieces from appropriate sources
* Write periodic articles regarding church music topics for the Visitor.
* Work with the Sunday School and Singspiration Director at their request.
* Enter hymns sung for each Sunday and Lenten services in the blue notebook

**Position Skills Needed:**

* Ability to appropriately select and direct choirs of diverse ages and abilities, and to work with individual musicians and/or groups preparing music for worship.
* A sufficient understanding of the relationship between Lutheran (or comparable) theology, the church year (Advent, Christmas, etc.) and musical style and content so as to make appropriate choices for worship.
* Superior oral and written communication skills.
* A Self-motivated, organized, flexible and collaborative disposition
* Ability to work with other congregational leaders/pastors in ecumenical partnerships.

**Expectations for all staff:**

* Communicate with Lead Pastor regarding unplanned absences (sickness, family emergencies, etc)
* Perform related work as needed or required.
* Accomplish work in a timely manner
* Work as a team member of St. John’s staff
* Maintain confidentiality in all matters
* Model good communication. Speak directly with individual staff, congregation or committee members regarding concerns/issues/joys
* Prepare for and participate in yearly performance evaluation with Lead Pastor
* Participate in continuing education as required or needed
* Adhere to St. John’s personnel guidelines

**\*Scheduled work hours: S**uccessful execution of the above requirements involves maintaining a regular schedule of events including but not limited to: playing for regular Sunday worship (8 and 10:30 am during school year, 8 and 9:30 am in summer) and additional Lent, Christmas and Easter services, preparing for and conducting choir rehearsals (Wednesdays, 7-8pm during school year) and participating in scheduled meetings (monthly staff meetings and weekly worship meetings with pastors as able). The scheduling of practice, preparation and administrative tasks are at the discretion of the DOM. The expectation of this position is to work on average 15 hours/week. This includes time working at home, at church and in other settings.

**Weddings and Funerals:** The Director of Music fees are $200 for weddings and $100 for funerals, payable by the wedding party or funeral home. $50 additional will be charged should the DOM be required to accompany other musicians/vocalists. The DOM and church organist shall be given “first refusal” rights to playing wedding and funeral services, and shall communicate promptly with the pastor on the choice made.

Weddings: Typical steps include meeting with the wedding party, aiding in planning and preparing music (including pre-service, processional, recessional, accompaniment(s) and other requested music), and attending the rehearsal. Music and hymn selection shall be coordinated with the pastor.

Funerals: Typical steps include practicing with the Messengers prior to service. Music and hymn selection shall be coordinated with the pastor.

*I have reviewed this job description and agree to the requirements and parameters of this position.*

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Lead Pastor Director of Music Date