

Job Description – Music Director and Organist

Reports to Head of Staff Pastor
Effective 05/20/2021

From our Vision, Mission and Commitments: Worship is the heart of our congregational life from which everything flows. Worship provides an experience of the living God that deepens our faith and calls us to action in daily life. Worship shapes us with beautiful music, well-prepared leadership and thoughtful preaching. Worship stretches us to experience the living God in new ways but is always grounded in forming community and witnessing to an authentic Lutheran understanding of faith in Jesus Christ. Worship is energetic, thoughtful, intentional, and full of joyful noise.

Statement of Purpose

The Ministry of Music through Bethlehem Lutheran Church exists to enhance worship with high-quality, seasonally-appropriate music, to encourage full participation of the congregation in worship and to ensure that people of all ages and varied levels of musicianship have a forum through which to share their God-given musical talents. The Music Director is responsible for providing and coordinating music in accordance with these aims.

Essential Functions

- 1) Responsible with Pastor(s) for planning worship, including liturgy and hymn selection.
 - a. Draw on a wide array of musical styles
 - b. Equip the congregation to fully participate in worship so the liturgy is truly “the work of the people”
 - c. Recognize worship as an essential component of faith formation
- 2) Accompany (or provide for accompaniment) all worship services, using organ, as well as piano and other instruments, as appropriate.
- 3) Provide accompaniment for the Chancel Choir, attending weekly rehearsals (generally September – May).
- 4) Creatively imagine innovative ways to incorporate a wide variety of musical gifts from the congregation in worship, paying special attention to the contributions of youth and developing musicians as worship leaders. To include:
 - a. Directing handbell choirs (youth and/or adult), including regular worship offerings.
 - b. Directing children’s choir(s) and/or ensembles, including regular worship offerings with special attention to including a wide group of youth in providing musical leadership for worship.
 - c. Coordinate and collaborate with staff and volunteer musical leaders within the congregation to enrich the worship life of the congregation

Duties and Responsibilities

- Select music appropriate to the Lutheran liturgical year for the prelude, postlude and (when required) offertory for weekly worship services
- Select and acquire music for handbells and children’s musical groups and ensembles
- Work collaboratively with staff and Worship and Music committee members in planning worship and coordinating the music ministry at BLC, including serving as a member of the Worship and Music Committee
- In conjunction with staff and Worship and Music committee members develop short and long-term planning for the music ministry at Bethlehem



- Be primary resource to play at weddings and funerals (the Music Director is granted right of first refusal for these special services and is compensated with an added stipend)
- Coordinate volunteers for special music (Christmas Eve, Holy Week, Easter, summer worship, other Sundays, as requested)
- Secure and prepare capable musician(s) to accompany worship for absences
- Schedule substitute musicians in consultation with Head of Staff Pastor and Chancel Choir Director
- Responsible for determining access to the organ to ensure guests have appropriate qualifications and know expectations around its usage and care
- Directs need for and resources for maintenance of organ and pianos
- Assist the Worship and Music Committee, Worship Planning Committee and Pastoral staff to plan for services and make annual budget recommendations
- Provide timely input of worship music selections for Sunday and special services to the Church Office for inclusion in printed materials
- Other tasks as required to support the music ministry of the church, including staff meetings and planning activities and coordinating spending with a team of musicians in coordination with the Head of Staff Pastor

Qualifications and Core Competencies

- Minimum 3 years experience as a church organist and proficiency on a tracker pipe organ
- Skills at a level sufficient to perform works in a variety of musical genres and styles
- Ability to sight read music at a high level of skill
- Position requires an understanding of the liturgical year, Christian musical and liturgical traditions, and ability to select appropriate music to coincide with scripture and worship themes
- Familiarity with Lutheran liturgical resources preferred
- Strong organization and communication skills
- Experience with *A Cappella* or other music editing software that allows for the creation of musical offerings from “virtual” musicians
- Ability to work on a team, including with volunteers, to carry out the ministry of music and initiate new opportunities
- Appreciate and encourage the contributions of amateur musicians
- Bachelor of Arts degree in instrumental music; advanced music degree with specialization in organ/keyboard instruments preferred

Signature

Date

Addendum

Music Director and Organist

This is a salaried, part-time, year-round position (approximately 25 hours/week). These dates are subject to change by agreement with the Head of Staff Pastor and Executive Committee, in consultation with the Worship & Music Committee.

The music director's work schedule includes:

- Sunday and midweek services throughout the year
 - Traditionally, two Sunday morning services from the Sunday after Labor Day until the week before Memorial Day; worship times may vary
 - Midweek services in the summer (historically held on Thursday evenings) and during the season of Lent (Wednesday evenings)
- Holy Week services - Maundy Thursday and Good Friday
- Up to 3 services on Christmas Eve (traditionally held at 5:30, 7:30 and 11:00)
- Wednesday evening choir rehearsals including Lent
- Additional rehearsals as needed, at a time agreeable to the affected parties
- Music and pastoral staff meet each summer to plan music leadership calendar for coming year
- Maximum of three extra services per year with four weeks' notice

Paid Vacation:

Three paid Sundays and two paid Wednesdays. The dates to be determined in consultation with the Head of Staff Pastor and Chancel Choir Director and approval granted by the Head of Staff Pastor.

Unplanned Time Off: Per the Policy Manual

Signature

Date

