



Minister of Music (Joint Position)

Effective:

Reports to: Senior Pastor

Directly Supervises: Choir Section Leaders and Accompanists

Status: Part Time, Hourly at \$30/hour; 20 hours per week during the programmatic year (42 weeks) and 10 hours/week over the remaining 10 weeks of Summer.

Time off: 4 Weeks, unpaid

FLSA: Non-Exempt

Work location: Combination of in-person/on-site and work from home available, rehearsal and worship are in-person

Job Summary

Under the leadership of the clergy, the Minister of Music assists in reaching out to all members of the congregation through music in worship. The Minister of Music will encourage participation and develop the musical skills of the praise band and choir programs. This person will strive to provide a warm, friendly atmosphere, expressing genuine concern for members of the choir, praise band, and other musical ensembles in a spiritually nurturing and musically encouraging environment.

Essential Functions:

- Develop and maintain cooperation and collaboration with the clergy, staff, and volunteers to creatively and imaginatively curate worship. Practice servant leadership in all working relationships and support and encourage collaboration and teamwork.
- Direct soloists, ensembles, accompanists, praise band, and the choir in weekly rehearsals and worship; prepare the choir for special services throughout the year, such as (but not limited to) an Advent Celebration, Longest Night service, Christmas Eve, Ash Wednesday, Midweek Lent, Palm Sunday, Maundy Thursday, Good Friday, as determined by clergy
- Coordinate volunteers and help facilitate music with the praise band at Informal services and other events as needed
- Set and maintain a regular schedule to perform these assigned duties (e.g. rehearsal times for choir, ensembles, soloists, and praise band). Coordinate with the church office and clergy regarding all necessary scheduling and publicity
- Provide the church office with hymns, songs, and presentational music for the bulletin and slideshows in a timely manner; follow appropriate copyright procedures
- Serve as direct supervisor for section leader(s) and manage their responsibilities



- Coordinate music with accompanists and other musical leadership in the congregation as needed; assist in providing a foundation for congregational singing
- Actively recruit volunteers to participate in the music programs, and engage with the congregation at large
- Encourage and express an appreciation for various styles and genres of music
- Required Work Hours: Thursday evenings (choir rehearsals), Sunday mornings (worship), additional days as agreed upon with pastoral staff for staff meetings and based on the church worship calendar (ex. Good Friday, Midweek Lent services, etc.)

Other Responsibilities:

- Attend staff meetings (typically 1 per month)
- Maintain the music library, and purchase new music as needed and attainable within the church budget. Track budgetary expenses as they pertain to the job.
- Keep and track hours and report them as required.
- Fulfill other duties as directed by the clergy.

Minimum Qualifications:

- High School Diploma/GED
- A minimum of three years of contextual music leadership experience, with professional training preferred.
- Experience with AV and technical equipment preferred, and/or a willingness to learn
- Familiarity with and ability to direct a wide range of styles for a traditional volunteer choral ensemble, a contemporary volunteer music team (band), all fitting within the theology of the community – Lutheran, ELCA.
- Familiarity with word processing and openness to working with cloud-based applications (i.e. google suite)
- This position requires a criminal justice fingerprint clearance

Physical Requirements:

- Ability to lift objects less than 40 pounds, stretch, bend, squat, sit, type, and to do other activities related to office work

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.



- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work; collaborates in facilitating relevant and inspiring worship.
- **Influencing Others:** Encourages others to cooperate and participate in the work at hand; creates an environment that others want to participate in; plans music that is accessible to different levels of musicianship; continues to develop a rich tradition of worship music while also weaving in a variety of genres and modern music to help educate and inspire both the choir, praise band, and congregation.

Receiving applications until position is filled.

Please send your resume and two letters of recommendation to pastoremily@htlcto.org