

Martin Luther Evangelical Lutheran Church
1605 Harbor View Road
James Island, SC 29412
Organist and Music Director

Job Description

PURPOSE:

The purpose of the music ministry is to proclaim the Gospel and Glorify God through the following goals.

- A. Celebration: To enhance worship for the congregation contributing to its spiritual life through leadership in worship – hymn, liturgy, anthems, solos and small ensembles choral and instrumental.
- B. Education: To enrich the lives of Martin Luther members through music of all varieties. Also to teach people to appreciate a wider variety of music expressions.
- C. Involvement: To seek to grow the music ministry of Martin Luther through additional people in existing groups as well as looking for opportunities to expand the music offerings and groups.

QUALIFICATIONS:

- Experience in the area of music/music education
- Skilled in organ technique as well as piano/keyboard
- Ability to perform a wide range of musical styles
- Understand the importance of music in the liturgy
- Hold and retain a strong faith in our Lord, Jesus Christ, and the Holy Spirit as stated in the Apostle's Creed
- Able to work cooperatively in a team environment
- Consistently exhibit effective interpersonal communication skills
- Exhibit good organizational skills
- Maintain a positive attitude
- Present oneself professionally
- Reliability and dependability are understood to be very important
- Support the ministry of Martin Luther Evangelical Lutheran Church

SUPERVISION:

- The Director shall be under the direct supervision of the Pastor, in consultation with the Worship and Music Committee, and the Congregation Council.
- The Worship and Music Committee shall be the support and sounding board for the Organist/Director of Music.

DUTIES AND RESPONSIBILITIES:

- Plan, lead, direct, and coordinate the music for all Sunday worship services (one service per week) and special services for established church standards during Lent and Advent seasons (Wednesday evenings during Lent and Advent, Maundy Thursday, Good Friday, Ash Wednesday, etc.).

- Help the Pastor/Worship and Music Committee in selecting hymns and seeing that the hymn numbers be placed on the board for each service.
- Submit selections for special music, choirs, etc. to the office for printing in the bulletin on the day they request.
- Coordinate the music for special services throughout the year, including Thanksgiving Eve, Advent, Lent, Holy Week and Christmas.
- Select music (vocal and instrumental) appropriate to the lessons of the day of the church year or any other factors appropriate to the service.
- Coordinate with the Pastor in preparation for worship dedications and other special events that are part of Martin Luther worship.
- Acquire a substitute organist when absent and responsible for payment to the substitute at his/her own expense.
- Recruit, train and develop choir members.
- Provide leadership role – guiding, directing, supporting and striving for a congruent relationship between choir members.
- Direct the Sanctuary Choir and the Handbell Choir. The amount of rehearsal time shall be determined by the Director for these groups and services, as needed. Schedule to include, but not limited to, September through May.
- Recruit members of the congregation to provide special music for specific events.
- Arrange special musical events on a periodic basis.
- Regularly evaluate, in coordination with the Pastor and Worship Committee, the musical life of the church.
- Attend monthly Worship and Music Committee meetings. Work in consultation with and support the policies of the Worship and Music Committee. Report any problems within the music program to the Worship and Music Committee, so that the church council may be informed and act on these problems. Assist Worship and Music Committee in preparing budget.
- Provide a written report at the close of the year, summarizing that year's musical activities. This report will be included in the reports given at the annual congregational meeting. The Council liaison shall provide a committee report summarizing all areas of Worship and Music.
- Oversee and maintain all equipment used for music (i.e., instruments, sheet music, etc.), including regular and competent piano tuning, maintenance of the handbells/chimes and the church organ. Report needs for repair of instruments to the Worship and Music Committee so the church council may be informed and act on these problems.
- The organist/music director will have the right of first refusal for all weddings and funerals held at the church. Fees for these services shall be charged as stated in the Contract of Employment for the Organist/Director of Music.

OTHER:

- The organist/music director shall have the use of office equipment, stationery, secretarial service, etc., as needed to promote and coordinate the services.
- The Worship and Music Committee shall encourage the Director of Music to attend conferences and clinics which are of mutual benefit to the Director of Music and congregation.

- Reimbursement for conferences and clinics shall be requested through the Worship and Music Committee, with the approval of the Church Council.
- Music expenditures shall be submitted via voucher and attached receipt for the signature of the Worship and Music Committee Council liaison, who in turn submits them to the Church Treasurer. Such expenditures shall not exceed the amount provided in the church budget.
- The music director shall be allowed to use church organ and piano for private teaching. Scheduling must be arranged through the church office and shall not conflict with congregational activities.
- Participate with other staff in congregational activities and programs, demonstrating a desire to be collegial and share gifts and responsibilities (collegial responsibilities could include teaching classes on worship or music, making hospital calls, writing newsletters, acting as a resource person to youth or education co-workers, etc.).
- This job description shall be reviewed and revised at the request of the Organist/Director of Music, Worship and Music Committee or Church Council. All changes are subject to the approval of the Church Council.