

# Bethel Lutheran Church

## ORGANIST/DIRECTOR OF MUSIC FOR WORSHIP 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 Bethel 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 Bethel through additional people in existing groups as well as looking for opportunities to expand the music offerings and groups.

### QUALIFICATIONS:

- Bachelor's degree
- A minimum of five years 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
- 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
- Support the ministry of Bethel Lutheran Church

### SUPERVISION

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

### DUTIES & RESPONSIBILITIES:

- Plan, lead, direct, and coordinate the music for worship services.
- Help the pastor/pastors 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/Banner 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(s) in preparation for worship dedications and other special events that

- are part of Bethel worship
- Acquire a substitute organist when absent.
- Recruit, train and develop choir members
- Direct the Adult Sanctuary Choir and the Adult 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 thru May
- Oversee the Director of Bethel Blessings (children's choir), Joy Ringers (youth handbells) and Celebration Singers (Contemporary ensemble)
- Recruit members of the congregation to provide special music for specific events
- Arrange special musical events on a periodic basis
- 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 the church council may be informed and act on these problems. Assist Worship and Music Committee in preparing budget.
- Attend monthly worship planning meeting with pastor(s) and Parish Administrator.
- Attend bi-annual office calendar planning meeting (December and June).
- 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, bells, etc.), including regular and competent piano tuning, maintenance of the Clavinova, handbells/chimes and the church pipe 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. Reimbursements 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 Council liaison, who in turn submits them to the Church Treasurer. Such expenditures shall not exceed the amount provided in the church budget.
- Music purchased by the church shall remain the property of the church. Music expenditures shall be reported to the church treasurer and not to exceed the amount provided in the church budget.

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.