

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 1.20.40
Subject Minister of Music
Effective Date 2/17/04
Committee Personnel

Organization/Church Employees/Minister of Music

Reports to Personnel Committee

Position Summary

The Minister of Music plans, coordinates and directs the music program in order to facilitate the full and active participation of the congregation in the liturgical life of the church. He/she also plans the program to fit the liturgical needs of the church and the pastor's themes.

Principal Accountabilities

1. Plans worship in liturgical celebrations in concert with the pastoral staff.
2. Selects and prepares music for all liturgies.
 - a. Serves as principal organist for all liturgies.
 - b. Schedules choirs, soloists and instrumentalists.
 - c. Consults, plans and plays the organ for weddings and funerals.
3. Provides leadership and direction to the congregation's music groups and holds regular rehearsals.
4. Works with assisting ministers and cantors to reflect a high degree of integrity in the music of the parish.
5. Maintains and nurtures own professional growth through regular music practice, continuing education events and sabbatical time.
6. Establishes and maintains contact with resources, both within and outside the parish musical and liturgical community, to facilitate the growth of new ideas. He/she serves as a resource person to the parish, conference and synod.
7. Attends weekly staff meetings, monthly congregational council meetings and other committees as assigned.
8. Prepares annual budget in consultation with the worship committee and administers expenditures of approved items.
9. Oversees the choral library and the care of all keyboard instruments.
10. Performs other duties and assumes other responsibilities as mutually agreed upon in staff meetings.

Qualifications

1. Bachelor's degree in music with advanced work in church music preferred.
2. High degree of proficiency in the use of the organ and a working knowledge of other instruments.
3. Knowledge and appreciation of liturgical arts and practices.
4. High degree of proficiency in directing choirs and supporting congregational singing.
5. Willingness to improve knowledge and skills through course work and professional associations. To do this, continuing education monies and sabbatical time may be used as available.
6. Highly developed "team" and "people" skills at working with the pastor(s), staff and committees.