

ST. MATTHIAS EVANGELICAL LUTHERAN CHURCH
POSITION DESCRIPTION – Organist/Choir Director

Position Description Details

The **Organist/Choir Director** performs the combined positions of Organist and Choir Director, as described below. The **Organist/Choir Director** takes direction from the Pastor, and reports to Church Council.

Organist Position Description

The church Organist plays the organ for regularly scheduled and special worship services (as listed below). Plays for weddings and funerals, as requested. Helps with Sunday School (September through May) and Vacation Bible School (one week during the summer) as needed. Purchases music within the limits of the budget, selects music (within the context of the Lutheran liturgy and the 3 year lectionary) for hymns, liturgy, preludes, postludes, and offertories. All music selections are subject to the approval of the Pastor, and should take into account congregational needs and sensitivities. Attends meetings as a non-voting member of the Worship & Music Committee (usually meets 4-5 times per year). Keeps church's music files up to date in database and hardcopy. Practices weekly using the church's instruments. Arranges, in consultation with the Pastor and Church Council, for the proper care of the organ and other church musical instruments within budget constraints.

Regularly scheduled and special worship services include:

Sunday morning worship (currently scheduled at 10:15am September – May, and 9:30am July – August).

Weddings and funerals, as requested.

Wednesday evening worship services during Lent (Ash Wednesday through Holy Week).

Holy Week worship services (Maundy Thursday, Good Friday, & Easter Vigil).

Other special worship services, including, but not limited to, Thanksgiving Eve & Christmas Eve.

Worship services at Nursing Homes, as scheduled (usually 2-3 times per year) (Optional).

Monthly hymn selections are to be delivered to the church Secretary and Pastor by the end of the current month for the coming month. All music selections for the current weekend are to be delivered to the church Secretary and Pastor by the previous Wednesday evening.

Organist Position Skill Requirements

Proficiency in use of the church organ and other church musical instruments (including piano and choir chimes). Good communication skills. Works well with others. Is able to take direction from the Pastor and Church Council. Shows professionalism and courtesy at all times. Preferably familiar with the Lutheran liturgies used. Shows a willingness to learn new liturgies and music for special programs and worship services.

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POSITION DESCRIPTION – Organist/Choir Director

Choir Director Position Description

The church Choir Director directs the church choir for regularly scheduled and special worship services, as listed on the previous page. Leads weekly choir rehearsals (September through Pentecost Sunday). This includes choosing and playing the music, as well as directing the choir in learning and performing the music. Teaches music at Sunday School (September through May) and Vacation Bible School (one week during the summer). Attends meetings as a non-voting member of the Christian Education Committee meetings (usually meets 2-3 times per year). Actively encourages worshipers to participate in the choir. Works with and conducts practices for soloists, instrumentalists, youth, and Sunday School students for their participation in worship.

Choir Director Position Skill Requirements

Good communication skills. Works well with others. Is able to take direction from the Pastor and Church Council. Shows professionalism and courtesy at all times. Shows a willingness to learn and teach new music for the choir. Preferably has experience with choir leadership and a familiarity with choral music.

Salary and Benefits

The pay period is monthly.

Monthly salary is determined at annual budget time and approved by Church Council.

Paid Vacation:

Initially – 1 week per year.

After 2 years – 2 weeks.

After 5 years – 3 weeks.

A week of vacation is defined as a consecutive 7 day period away from the regularly scheduled activities.

Vacation cannot be taken until after a 3 month probation period.

Vacation must be used within the calendar year, or it is lost.

Organist/Choir Director will arrange for substitute (supply) organists to cover during vacations or leaves of absence.

No sick time is paid.