

PART TIME DIRECTOR OF MUSIC

- JOB DESCRIPTION -

QUALIFICATIONS:

- A sincere desire to use his/her talents to serve God through the ministry of music.
- Ability to lead and relate to people of all ages.
- Experience in directing choral, handbell and instrumental music.
- Proficiency in playing the organ and piano.
- Willingness to select music which upholds the Lutheran liturgical traditions.

HOURS OF EMPLOYMENT:

- The Director of Music shall be expected to expend whatever time is necessary to fulfill his/her responsibilities satisfactorily.

RESPONSIBILITIES AND DUTIES – CHOIR DIRECTOR/ORGANIST:

1. The director is expected to cooperate with the Pastor, Worship and Music Committee, and staff; as a member of the team in all matters relating to the worship life of the congregation; and to assist with special programs requiring music [i.e. VBS, SCS seasonal programs, if requested].
2. The director shall be expected to provide music for any scheduled worship service held at St. Peter's including the following special scheduled services:
 - ... Christmas services
 - ... Lenten mid-week services
 - ... Good Friday
 - ... Thanksgiving service
 - ... Ash Wednesday services
 - ... Maundy Thursday
 - ... Easter Services
3. The director shall have the responsibility for recruiting and rehearsing the vocal and instrumental choirs [which may include the Senior, Youth, Children's and Handbell choirs] for effective leadership in the services of worship. Each choir shall rehearse at least once weekly, September through May with rehearsals conducted by the Director of Music.
4. The director shall attend meetings of the Worship and Music Committee, he/she shall offer advice and assistance to the committee in its overall concern for the worship life of the congregation and shall, at the same time, give careful attention to suggestions and recommendations made by the committee.
5. The service of the director shall be utilized at all weddings held within the church at which organ music is desired. In special circumstances, the services of other organists may be used, if necessary. The director shall be consulted in advance regarding the utilization of the services of other organists at weddings within the church.
6. The director shall provide music for funeral or memorial services held within the church when requested. If, in the event the director cannot schedule his/her time to be present for such services, it shall be his/her responsibility to provide an appropriate substitute.

7. The director shall submit to the Parish Coordinator, the titles of music to be played (including composer and/or arranger) including first and last hymns, and other desired information for inclusion in the Sunday bulletin no later than Tuesday of each week. The selection of the middle hymn and service details shall be given to the director in sufficient time to permit effective planning.
8. In consultation with the director, the congregation shall provide for regular and competent tuning and maintenance of the church organ and pianos. The director shall monitor the humidifiers on the pianos and fill as necessary. The director shall report to the Worship and Music Committee concerning the condition and needs for repair of instruments used in the music program.
9. The Director of Music will be responsible for arranging a supply organist if he/she is unable to fulfill his/her commitment at any given scheduled worship service.
10. The Director of Music shall take advantage of approved opportunities for continuing education pertaining to the position of Director of Music and is encouraged to attend one such conference annually. The congregation will reimburse the director up to the budgeted amount for expenses incurred when attending the approved church music conference, camp, institute or workshop.
11. The director shall be granted four [4] weeks of vacation, with full salary, annually.
12. The director shall be included in the Social Security program [employee's share by payroll deduction] and on-the-job coverage by Workmen's Compensation.
13. He/she shall be encouraged to share personal concerns with the Mutual Ministry Committee and staff as needed.

ACCOUNTABILITY:

1. In planning and giving leadership to the overall music program, the director shall work in close collaboration with the Pastor and the congregational Worship and Music Committee. The director shall receive directions from and be directly responsible to the Pastor, who by virtue of his/her office, is charged with the responsibility of ordering and directing all services of worship. The director shall offer advice and assistance to the Pastor whenever requested.
2. Expenditures by the director shall not exceed the amount provided in the church budget. Music expenditures shall be reported to the church treasurer and the chairman of the Worship and Music Committee.

RIGHTS AND PRIVILEGES:

1. The director shall be permitted to use church facilities for private music instruction. Times of lessons and use of facilities must be scheduled in advance through the Parish Coordinator so as to not conflict with church program needs. Students who are not members of the congregation should be expected to pay a reasonable fee [to be determined by Congregation Council] to the church for use of the facilities for the lesson. Students who are members of the congregation should not be charged for use of the facilities during the lesson but may be charged a small fee for practice privileges. Use of the facilities for private practice by students should also be scheduled through the Parish Coordinator. [See Guidelines for the Use of the Organ.]

2. The services of the Parish Coordinator, such as typing, copying, mailing, and other secretarial work, shall be available to the director as needed within the work of the congregation's music program

St. Peter's Evangelical Lutheran Church

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