

Director of Music/Organist

Trinity Evangelical Lutheran Church

Position Purpose: The Director of Music/Organist gives leadership to the traditional worship services of Trinity Evangelical Lutheran Church by using the organ to lift the congregation in music for the praise of God. This is a part time position.

Supervision: The Director of Music/Organist serves under the supervision of the Pastor.

Responsibilities: The following constitute the major responsibilities of the Director/Organist. These responsibilities are subject to review and adjustment in conjunction with the Congregational Council and Pastor.

1. Select and provide organ music at all traditional Sunday worship services, mid-week worship occasions, and all special celebrations of worship where music is required. (i.e. Christmas, Wednesday Lenten services, Holy week services, Easter, Longest Night service) The Pastor provides hymn selections for all services.
2. Schedule special music throughout the year (examples brass group, flutist group, etc.). Accompany vocalists and instrumentalists as needed and coordinate summer volunteer participants. In addition, the Church desires to continue our annual Christmas Cantata and a Music Appreciation Sunday.
3. Maintain Church Choir by holding weekly rehearsals for the group (during the program season September to early June) and selecting the appropriate anthems for the liturgical season and designated Scripture texts.
4. Provide organ music for all weddings and funerals held at the church when requested. Fees for these services are not provided by the church but are honorariums from the individuals at an amount determined by the church policies. The use of the organ by another organist may be used only by special permission.
5. Provide qualified substitutes for all absences.
6. Attend Worship and Music committee meetings as called by Committee chair.
7. Choose and purchase music within the approved budgetary parameters.
8. Oversee the tuning and maintenance of all musical instruments of the church within the approved budget and provide regular reports specifying maintenance needs to the Worship and Music Committee.
9. Learn to operate the MIDI device on the organ to pre-record portions of the service to be used in the event the organist is absent (or suitable substitute is unavailable).
10. Assists with bell and chime choirs as needed.

11. Take part with fund raisers for the “Special Music Fund” in conjunction with the Worship and Music committee. (Examples: Fall Basket party, Mother-Daughter banquet, etc.)
12. Submit budget requests each fall to the Finance Committee for their consideration during the budget process.

Working Conditions

1. The Director/Organist shall rehearse sufficiently to maintain a high quality of music at the organ and piano.
2. An annual performance review will be done by the Pastor.
3. Cooperate with all staff and choir(s) of the Church so that the music ministry is enhanced within the life of the church.
4. The Director/Organist shall seek professional relationships with other church musicians and keep abreast of developments in worship and liturgy through associations, continuing education and professional church publications.
5. The Organist (on their own time) shall have permission to conduct private organ/piano lessons and make the organ/piano available to qualified students.

Skills and Qualifications

1. A love of music and sufficient keyboard ability to sight read hymns, liturgy and easy anthem accompaniments. Ability to lead the Church choir and assist with the bell and chime program as needed.
2. Proficient in both organ and piano.
3. Familiarity with or the ability to learn the Lutheran worship and a theological understanding of the church sufficient to appropriately select music and texts for the traditional worship in conjunction with the selected hymns by the Pastor. (Currently the “Lutheran Book of Worship” and “With One Voice” are the hymnals used.)
4. Be a “team player” in a church setting working with all staff, musicians and volunteers.