

# Our Saviour Lutheran Church

## Job Description

Revised October 2, 2019

### TITLE:

Organist/Music Director

### REPORTS TO:

Pastor

### POSITION PURPOSE:

The Organist/Music Director at Our Saviour Lutheran Church will be responsible for providing the musical accompaniment for our worship services. This person will work with the Pastor to choose appropriate hymns and select music for other aspects of the liturgy in order to help provide a meaningful worship experience. Heartfelt music is extremely important at our services and this part time position requires an organist/music director with a real passion for music and a heart for the Lord.

### RESPONSIBLE FOR:

1. In conjunction with the Pastor, select music/hymns that are appropriate for the liturgical seasons and all services. Follow copyright restrictions and ensure appropriate licensing is maintained.
2. Play the organ/piano at Sunday services (8:30 and 10:45 a.m. with seasonal changes in frequency and times) and special services as dictated by the Church calendar.
3. Direct the Adult and Chimes Choirs and conduct weekly rehearsals.
4. Propose opportunities for expanding the music program in the church in conjunction with the Worship and Music Committee; this might include new choirs and/or musical/drama presentations.
5. Coordinate special music needs and consult with couples/individuals/families for funerals and weddings held at the church. Fees are honorarium given by the families.
6. Requested time off must be approved by the Pastor. Secures qualified substitutes for absences.
7. Oversee the Music Library and maintain proper filing and order.
8. Serve as a key member of the Worship and Music Committee while sharing updates and recommendations to enhance the music program.
9. Coordinate the tuning and repair of all church pianos and organ.

### QUALIFICATIONS, KNOWLEDGE, AND COMPETENCIES

#### **Expectations:**

1. An abiding and growing faith in Jesus Christ as Lord and Savior.
2. Enthusiastic and organized. Excellent personal communication skills (written, verbal, and listening) are essential.
3. Ability to play the piano and organ.
4. Ability to read/interpret music.

5. Ability to conduct Adult and Chimes Choirs at practice and during services.
6. Understanding of copyright restrictions and licensing regulations.
7. Continued growth in musical and technical skills.
8. Complete a background check as all staff members are required to be an Approved Adult under the church's Child Protection Policy.

**Preferred:**

1. Knowledge of the music/hymns in the Evangelical Lutheran Book of Worship, With One Voice, anthems, and other resources.
2. Ability to introduce new music in a caring, helpful manner.
3. Bachelor's degree with a music major or minor OR three (3) to five (5) years equivalent experience.

**Compensation:**

1. Successfully complete a 90-day probationary period.
2. Four Sundays of paid time off while providing a substitute. No vacation is to be taken during Holy Week, Easter, and Christmas Eve/Christmas.
3. Take part in an annual evaluation.
4. Starting salary is based upon years of experience. Salary will be reviewed annually by the Church Council based upon merit and budget.

Physical requirements: Occasionally must lift boxes, music materials, or sound equipment not over 30 pounds.

December 4, 2008

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