

Job Description ***Minister of Music***



Reports to: Senior Minister, Personnel Committee, Diaconate

Relates to: Church Staff, Diaconate, Board of Finance, Music Committee

Job Summary: The Minister of Music (Organist/Choirmaster) shall have direct responsibility for adult, youth, children, and bell choirs, including the direction of the adult choir in the Sunday morning worship service and for the leadership of rehearsals in preparation for that service. As Organist, provide service music with professional competence, sensitivity, and musicianship.

Duties include:

- Participate in weekly worship planning meetings with the Senior Minister, Associate Minister, and Minister to Children.
- Work with the Senior Minister in planning music for church liturgical seasons and special observances before final musical selections are made. The worship of the church follows the liturgical year: Advent, Christmas, Epiphany, Ash Wednesday, Lent, Maundy Thursday, Easter, Pentecost, and Season after Pentecost. It also incorporates certain observances of the civic year, as well as other special days.
- Oversee and coordinate the preparation of the weekly order of worship for Sunday services and other special services, in cooperation with the Senior and Associate Ministers, and Administrative Assistant.
- Provide teaching and training of musicians and recruit members of the church's choirs.
- Provide service music with professional competence, sensitivity, and musicianship for all worship services taking into account the themes of worship.
- Accompany/lead the congregation's hymn singing with confident and unambiguous organ accompaniments to provide a foundational support for robust and spiritual singing.
- Accompany and direct the Chancel Choir during worship services and rehearsals. Rehearsals are held on Wednesday evenings from 7:00 p.m. to 8:30 p.m., September through May, and on Sunday mornings at 10:00 a.m. throughout the year. The Organist / Choirmaster must have strong accompaniment skills, sight reading skills, and an understanding of rehearsal processes.
- Accompany and direct youth and children's choirs, soloists, and instrumentalists as needed. Coordinate all rehearsals.
- Direct the Handbell Choir and coordinate all rehearsals. Order all handbell music and supplies.
- Assist in leading musical components of VBS.
- Provide service music for memorial/funeral services and weddings, having first preference for all weddings and funerals in the sanctuary and to be compensated by the family. In the event that the organist is unavailable to serve due to a conflict, a substitute organist will be scheduled.
- Schedule a substitute organist for any planned absence for worship services.
- Coordinate all requirements for tuning, maintenance, service, and repairs of the organ and sanctuary piano.

- Maintain a regular and rigorous practice routine and seek continuing opportunities for artistic growth and professional development.
- Submit an annual budget to the Board of Finance, including cost of new music, payment of guest musicians, and other expenses related to the music program.
- Oversee spending from music-related special funds (e.g., Gossett-Biggs) alongside the Board of Finance and Music Committee.
- Maintain the choir room, bell room, and music suite, including cataloging and filing of music, cleaning of robes, etc. or delegating the work under his or her supervision.
- Create and/or maintain an organized and comprehensive Church Music Library, including the electronic database of titles, dates, etc.
- Track hymn selections for frequency of use and maintain a record.
- Responsible to and work with the Music Committee as well as the Senior Minister in carrying out his or her responsibilities.
- Review and order all music for choirs, soloists, and guest musicians, as needed.
- Contact guest musicians and orchestral groups to verify scheduling dates and remuneration for services.
- Notify choir members of funerals or changes in schedules.
- Coordinate and lead educational opportunities in music with an emphasis on general music literacy, sacred music, hymnology, hymn singing, etc., for the church and wider community.
- Coordinate at least one recital series per year, as well as other opportunities for guest musicians to serve in worship or offer afternoon/evening performances.
- Be responsible for (or delegate responsibility for) all activities related to the communal health / spiritual wellbeing of the choir, such as visiting or sending get-well cards to choir members and/or in case of death, marriage, or any other special event, coordinating with the choir with regards to flower arrangement, etc.; collect monies for choir parties, etc.
- Maintain and regularly update the church's computerized inventory of its musical repertoire and regularly attend continuing education programs in order to identify new music appropriate for Lakeside Church.

The Minister of Music shall be entitled to vacation in accordance with the church's personnel policy and shall be responsible for arranging a substitute to lead and accompany the adult choir in the Sunday worship service in his/her absence. Additional Sundays away may be arranged in consultation with the Senior Minister and the Music Committee.