

# **Job Description for the Part-Time Position of Director of Music for St. Paul Lutheran Church, Oak Lawn, Illinois**

**Purpose:** To glorify God by administering a music ministry program to enhance the worship life of St. Paul congregation and other activities as they are developed in support of this ministry.

**Accountability:** To Pastor and the Board of Elders

## **Qualifications:**

1. Dedication to serving Christ and growing in faith through his/her own participation in worship, Bible study and prayer
2. A professional level of musical talent from training and experience, including competence in playing both organ and piano music
3. Experience in church worship and familiarity with Lutheran worship, hymns, and liturgies
4. A working knowledge of setup and the use of sound equipment – or the willingness to develop the knowledge
5. The ability to work as a team member with Pastor; to communicate well and in a friendly manner with music participants and members of the congregation

## **Primary Duties and Responsibilities:**

1. Serve as organist/pianist for worship services, weddings, funerals and other special services
2. Secure a substitute when unable to be present
3. Recruit, rehearse, direct and accompany the choirs of the church
4. Recruit, rehearse, and direct the Hand Bell and Contemporary Service ensembles
5. Recruit, rehearse and accompany soloists and instrumentalists
6. Schedule the tuning and maintenance of the organ, pianos, and hand bells of the church
7. Set up and maintain the microphones and other sound equipment used for services and video-recording
8. Maintain our extensive library of organ and choir music
9. Meet regularly with Pastor to coordinate music with worship themes and give informational reports to Pastor, Elders and Council - also to the congregation through the newsletter and voters' meetings

**Compensation:** Negotiable

**St. Paul's Instruments:** Berghaus 2-manual pipe organ, Yamaha Clavinova, 2 studio pianos, 1 grand piano, 1 keyboard, 1 set each of choir chimes and 5-octave hand bells