

GENERAL PURPOSE OF THE JOB Briefly describe the job's primary purpose or contribution to the church. The statement should be a paragraph or less and should not be a restatement of the essential duties.

This position provides leadership and oversight for the music ministry of St. John's which exists to maximize the effectiveness of the worship experience through music and drawing people into the presence of God through powerful worship. Administers, manages and maintains all phases of the music program of the church and contributes to the worship creative process.

ESSENTIAL DUTIES Describe the duties and responsibilities that are critical to the successful performance of the job, in order of importance. State duties in terms of what is done (the action or output); how it is done (the equipment, processes, procedures used); and why it is done (for what purpose). When practicable, include performance standards (i.e. Within budget, on a timely basis, according to procedure). Indicate the approximate percent of time spent on each duty. This list of duties and responsibilities is not intended to be all-inclusive. Similar duties, which by themselves make up less than 5% of the job, can be listed together as one item.

Essential Duties of this position are currently grouped in three areas – Music Coordinator, Primary Worship Musician/Organist, and Choir Director.

Music Coordinator (33% of time)

1. Supports and furthers the mission, core values, and strategic objectives of St. John's through the music programming; aligns existing ministry, screens and focuses emerging ideas accordingly.
2. Oversees the work of all other paid staff within Music, supporting and resourcing them so that they are successfully fulfilling their roles within the program. This includes regular communication with this staff and annual performance reviews with each person.
3. Selects music (in consultation with Pastor and other worship leaders) for all worship services, including advent, lent and other special services; provides a schedule of music to all music groups, pastoral staff and other staff for preparation of worship materials. Prepares scores, schedules rehearsals as appropriate.
4. Recruits and develops people with musical gifts, inviting them to offer their gifts within the ministry; enlists and organizes instrumentalists to play for services.
5. Coordinates the maintenance of all music equipment.
6. With Pastor, provides support and brings experienced musical understanding and innovation into issues and opportunities for ministry.
7. Arranges all summer and non-choir or handbell Sunday soloists/ensembles to play for services and arranges cantors for the liturgy.
8. Consults with music staff for the 10:45 am Sunday service to ensure continuity of weekend worship theme; provides resources and support as needed.

Primary Worship Musician/Organist (33% of time)

1. Leads the congregation in the musical aspects of worship at the 8:30 am Sunday service, supporting the hymns and liturgy with inspiring and engaging accompaniment, offering prelude, postlude and other special musical offerings that enhance the service.
2. Provides for musical leadership for the 10:45 am Sunday service when there are absences due to vacation or sick time. This may be done personally or by recruiting other qualified musicians.
3. Provides for music to support weddings and funerals, as they arise. May also authorize other qualified musicians to accompany these services.

Choir Director (33% of time)

1. Plans calendar of choir offerings for worship, selecting and purchasing music in accord with the choir music budget.
2. Schedules the choir year and provides the schedule to choir members, accompanist, office staff and pastor.
3. Conducts weekly rehearsals with the choir to develop competence and confidence in the music in preparation for leading worship.

4. Oversees and supports the choir accompanist in providing quality music for the choir.
5. Directs the choir at all services in which they offer music, drawing out voices and the collective voice so that God is honored and worship is enhanced.
6. Pursues activities as necessary to maintain and grow skills needed to perform the job such as attending annual continuing education opportunities and regular practice.
7. Supports and resources lay leaders in their work with children's choirs and musical programming.

MARGINAL/NON-ESSENTIAL DUTIES List other duties that are performed by this position, but that are not primary functions of the job.

1. Attends and actively participates in all staff meetings and other leadership meetings as requested by the Pastor.
2. Develops and administers the budget for the Music portion of ministry with input from other music leaders and Pastor. Considers ongoing costs and visions new opportunities for music ministry to further the stated goals and strategic objectives of St. John's. Approves invoices for payment and tracks spending under his/her ministry area.
3. Maintains licensing records to ensure proper, lawful use of copyrighted materials.

WORKING RELATIONSHIPS Indicate the job title of the person that the incumbent in this job reports to. Also indicate what, if any, supervisory responsibilities the person in this job has including the titles and number of employees supervised.

This position reports to the St. John's Pastor. The position supervises the Bell Choir Director, Contemporary Music Director, Kids of the Kingdom Music Director and Musicians.

SKILL AND KNOWLEDGE REQUIREMENTS Often referred to as competencies. To perform this job successfully, an individual must be able to perform each essential duty at a fully satisfactory level. List the knowledge, skills and abilities required to perform the essential duties of the job. Indicate the level of skill and knowledge (i.e. basic, strong, advanced, etc.). List any particular licenses or certificates if they are required. Also, list the educational background, degree requirement, if any, and/or previous experiences that would typically provide a person with this knowledge, skill and ability.

- Bachelor's degree in music, or equivalent life/work experience; 5 years experience preferred working in a Christian church setting with musicians and pastoral staff.
- Performance level musician skills on organ/piano with ability to lead performers with creativity and passion to inspire.
- Broad basic knowledge of traditional liturgical and contemporary Christian music styles.
- Knowledge in the use of Lutheran theology and tradition.
- Competence in budget management and organization.
- Demonstrated skills in recruiting and developing volunteers, and overseeing staff.
- Strong leadership and communication skills to effectively coordinate groups of musicians and vocalists that may change in mix from week to week.

PHYSICAL DEMANDS Describe the physical demands and/or physical work environment characteristics the employee is exposed to in carrying out the essential duties of the job. Include things like lifting, climbing, carrying, bending, stooping, standing, exposure to weather, travel, exposure to loud noise and/or fumes, etc. Also indicate the amounts, such as; lifts up to 50 lbs several times a day.

Most work is performed in a small office environment or within the worship space while preparing or leading the musical portions of worship. The job requires moving freely between organ, piano, and choir space within the worship time. There is also regular walking from office space to copying room and between rooms for meetings. There are frequent verbal communications with people in person or by telephone and e-mail.

MENTAL DEMANDS Describe the mental demands for an employee to carry out the essential duties of the job. Include things like concentration, adherence to strict time deadlines, complex data analysis, stress resulting from critically important or creative duties.

The duties of the position require organizing multiple things at one time and coordinating many people. Creativity and innovation are needed to engage many levels of talent. Ability to receive feedback, integrate new ideas, communicate mission and to respond with respect and clarity is necessary.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.