

SAINT PAUL LUTHERAN CHURCH
Clinton, Iowa

JOB DESCRIPTION: Director of Music

HOURS: 12 – 15 hours per week (mid August to mid June)

IMMEDIATE SUPERVISOR: Pastor

COMPENSATION: Commensurate with experience

PURPOSE: through music, to enhance worship, encourage more people to participate more deeply in worship, and pursue Saint Paul Lutheran Church's mission and values.

Qualifications

- Bachelor's degree in music, church music, or other related degree preferred
- Demonstrated knowledge of Lutheran theology, liturgical practice, and use of music in worship
- Demonstrated skill and competency at the keyboard preferred but not required
- Experience and competency directing choirs (vocal and handbell)
- Ability to work well with others and participate collegially with staff members, Pastors, and congregational leaders.

Duties and Responsibilities

- Provide musical direction for the Senior Choir and Adult Handbell Choir
- Foster an atmosphere of welcome/inclusion that would aid in the recruitment of new members to the ensembles
- Direct the two choirs at each service when they perform.
- Plan and lead weekly rehearsals.
- Align choir music with the texts of the lessons and the theme of the day.
- Determine and submit the annual budget requirements for the music program and administrate the expenditures of the approved budget
- Assist with the selection of music for soloists and ensembles
- Arrange for instrumentalists as needed
- Arrange for special music during the summer months as needed
- Assist in securing substitute worship pianists/organists as needed
- Coordinate the placement of all music in the service in consultation with the Music Coordinator, organist, and Pastor
- Forward all music planning information to the parish secretary in a timely manner
- Complete copyright reporting for all music used during the worship services
- Maintain the music library and supervise the maintenance of all instruments (organ, pianos, hand bells)
- Provide continuous support to the Worship and Music committee
- Plan for and direct or organize any special musical events that will enhance the worship of the congregation
- Serve as a supportive resource for the music aspects of the Sunday School and Vacation Bible School.
- Participate with the church staff, Pastor, and other leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed with the Pastor.