

Date: Monday June, 2014

To the Reader:

Below you will find the Mission / Job Description for Zion Lutheran Church. The mission / job description below bespeaks our hope. However, we recognize that we may need to negotiate some changes.

Depending upon your interests the areas that we believe we can negotiate are the following. (1) There is possibility that we would move from our choir doing a weekly anthem to an approach in which the choir does anthems primarily on the festival Sundays/days of the liturgical year; (2) that choir practices would be held in proximity to those scheduled times of anthems rather than weekly September through May; (3) that the choir simply be present for liturgical leadership over the Sundays September through May (with the summer season optional for its presence); (4) the salary range can be discussed, commensurate in regard to capabilities

MISSION / JOB DESCRIPTION
ORGANIST /MUSIC DIRECTOR
Zion Lutheran Church
Glen Rock, PA

POSITION ANNOUNCEMENT: Church organist/music director, Zion Lutheran Church, Glen Rock, PA. Please contact Church Office at 717-235-3276 for additional information.

QUALIFICATIONS

A musician with commitment to ministry through church music, including: experience as a member of a faith community and with church music, knowledge of church music, the Lutheran calendar, the liturgical year, and liturgical worship.

MISSION PROFILE:

To play and conduct organ and choral music for Sunday morning services, and for Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, regularly scheduled midweek services and other special services designated by the Pastor, and the Worship and Music Committee

To direct two voice choirs: the adult Gethsemane Choir and the children's Good Shepherd Choir. Rehearsal times and dates to be arranged in conjunction with the people involved.

To support the Bell choir as needed, to include active participation in the choir as a bell ringer.

To guide and/or assist with music for other worship services in the life of Zion.

To provide and/or assist with the music direction for the Sunday School Primary Department opening.

DUTIES

1. Provide for worship, in consultation with the Pastor and the Worship and Music committee, the organ, choral music, and hymns appropriate to the liturgical services and the needs of the church.

2. Conduct regularly scheduled rehearsals of the Gethsemane and Good Shepherd choirs.
This includes scheduled rehearsal time before the worship services.
3. Support the bell choir as needed, to include active participation in the choir as a bell ringer.
4. Oversee the church music library.
5. Attend scheduled planning meetings with the Pastor.
6. In consultation with the Worship and Music Committee, prepare and submit to the Church Council the Annual Budget requests regarding the music ministry, and administer and oversee that portion of the Budget.
7. Provide to the church office musical information required for each service and bulletin.
8. Provide for music at special services (weddings, funerals) in the church as requested.
The Director of Music must be consulted in advance if other musicians are to be involved.
9. Attend Worship and Music Committee meetings as a member of said committee.
10. Arrange for maintenance and repair of the church's musical instruments.
11. Arrange for soloists and instrumentalists, including their remuneration.
12. Must be willing to work with the Lutheran Book of Worship and With One Voice as the Church's primary worship music.
13. Help prepare assisting ministers for chanting.
14. PA Child Abuse clearances and FBI police checks are required.
15. A signed statement from a licensed medical doctor verifying candidate is of appropriate physical condition to perform the work listed in this description is required.

REPORTING STRUCTURE

The Music Director reports to the Pastor and the Worship & Music Committee. The Mutual Ministry and the Council will review the work of the Music Director annually. As is so for every employee at Zion, the Music Director is free to voice concerns to the Mutual Ministry Committee as need arises.

CONGREGATIONAL COMPENSATION

1. Provide an annual salary of \$14,600 - \$17,000 to be negotiated based on qualifications.
This position is ¼ time position with an average of 10 hours per week.
2. The Director is granted 4 paid Sundays off, which are granted with the knowledge and consent of Council, Pastor, and Worship and Music. The Director is responsible for obtaining a substitute organist for those Sundays of planned absence. Such arrangements are to be finalized three weeks prior to the date(s) of planned absence.
3. The Church will provide funds within the Congregational Budget to support the worship ministry of the congregation. These funds may be used by the Director, in consultation with the Worship and Music Committee and the Pastor, to: (a) purchase music for the choirs (b) secure instrumentalists and/or soloists.
4. Offer the church and organ and piano for teaching and practice, if desired.