

Good Shepherd Lutheran Church

Position Title Interim Director of Music Ministry

Position Type Part-Time (20-25 hours per week)

Supervisor Senior Pastor

Position Description

The Interim Director of Music Ministry manages the music program of Good Shepherd Lutheran Church for the glory of God and consistent with the high standards and traditions of the Lutheran Church. Primary responsibilities include accompaniment of liturgy and hymns for the Sunday 10:45 AM service, and for all Holy Week / Easter services; direction of the Sanctuary Choir; and meeting regularly (twice per month) with the Pastors to plan and develop liturgies. The Interim Director of Music Ministry is a temporary employee who is not eligible to apply for the permanent Director of Music Ministry position at Good Shepherd Lutheran Church.

Duration of Position

Candidates should be available to begin on or before February 14, 2018 and work until a permanent Director of Music Ministry is hired. This interim position is expected to last between 3 to 12 months, but the duration could be shorter or longer.

Specific Duties and Responsibilities

A. Music Leadership and Liturgical Support

1. Plan and coordinate the music program, providing leadership and resources to the part-time Assistant Organist, choir directors, accompanists, and musicians.
2. Play organ, piano, and/or keyboard for 10:45 AM worship service. Play for weddings and funerals as needed. Secure substitute organists/pianists when unavailable.
3. Direct weekly music rehearsals for the Sanctuary Choir and conduct this choir for worship services. In addition, prepare choir for special services throughout the Church year.
4. Actively recruit, rehearse, and utilize soloists and musicians from within and (as budget allows) outside the congregation.
5. Coordinate schedules for all choirs and ensembles participating in worship services.
6. Arrange for and schedule appropriate music for worship during summer worship schedule.
7. Arrange accompaniment for rehearsals or worship if the need arises.

B. Administrative Responsibilities

1. Supervise the Part-time Assistant Organist and secure a substitute organist when necessary.
2. Manage all volunteer music leaders (with assistance from Senior Pastor).
3. Attend and participate in Staff meetings (Tuesdays at 11:15 AM) when possible.
4. Obtain copyright permissions as needed.
5. Manage communications for the music program, including publicizing information in all GSLC media outlets, and communicating necessary music details (titles composers, copyright information, lyrics) for bulletin insertion to church office staff by Wednesday of each week.
6. Manage the music library including all choral, liturgical and instrumental music.

Education, Skills and Qualifications

1. Bachelor's Degree in music, or equivalent education and applicable music experience.
2. Demonstrated knowledge of Lutheran/catholic theology, liturgical practice, and use of music in worship.
3. Strong leadership skills at the organ and/or piano.
4. Experience and competency directing adult choirs.
5. Ability to work as a team player with staff and congregation leaders.
6. Strong organizational, leadership, people and communication skills.
7. Enthusiasm for the church, its people and its music.

Good Shepherd Lutheran Church has high musical standards but values participation over perfection so the ideal candidate will also possess good communication and people skills. Salary commensurate with experience.

Potential candidates should send their resume to Kate Greengrove
kate.greengrove14@gmail.com