

St. Peter Lutheran Church – Chapin, SC 29036

POSITION AVAILABLE

Director of Music Ministry, Organist/Pianist, and Choir Director

QUALIFICATIONS

Education: Bachelor's Degree in Related Area Required or a minimum of 5 years' experience

Experience: Practical experience in Music Ministry or related area

Salary: \$20,000

JOB PURPOSE

Director of Music Ministry: To use professional abilities to coordinate all aspects of the music program and utilize the talents of all music participants. This person is expected to work effectively with other staff members, as well as all groups. The Director of Music Ministry is employed by St. Peter Lutheran Church, is supervised by the Worship and Music Committee, and final authority for decisions is the responsibility of the Church Council of St. Peter. The Director of Music Ministry administratively works with the Pastor of St. Peter Lutheran Church.

Organist/Pianist/Choir Director: To provide music for all scheduled worship services. These services include Sunday morning services (Contemporary and Traditional), Lenten evening services, and any other worship services as needed.

PRIMARY RESPONSIBILITIES

Director of Music Ministry

- Observe and have working knowledge of all facets of music ministry of St. Peter.
- Provide direction and leadership to all music groups within the church (i.e. adult choirs, children's choirs, instrumental choirs, etc.)
- Choose music that will not only be appropriate for the individual service, but also music which will maintain the interest of the members and that will help them grow musically and spiritually while enhancing the worship experience.
- Prepare suggestions and give guidance in the selection of all music (service, anthems, hymns, etc.) to any special group as requested for their Sunday (i.e. Youth Sunday, Lutheran Men's/Women's Sunday, Sunday School Rally Sunday, etc.)
- Act as a consultant or resource person as requested or needed by groups coordinating the annual Sunday School Christmas program, dramatic presentations, or sermon ideas for Youth Sunday.
- Attend all staff meetings and provide a monthly report to the church council as well as an annual music report for the yearbook.
- Provide monthly planning sheets to the Administrative Assistant and Pastor
- Chair or co-chair the Worship and Music Committee, attend all meetings scheduled by the committee, and work with this committee to prepare for all worship services and upcoming events.
- Communicate with the congregation through the church newsletter, worship bulletin and other appropriate means of communication.

Organist/Pianist/Choir Director

- Provide music for all services and piano/keyboard instrumentation for contemporary service, as well as, accompaniment for all children and adult choir practices, Christian Education programs, Vacation Bible School, Adult Sunday School opening music, and special Sunday School programs. Music includes preludes, service music, and instrumentalist and soloist anthems.
- Plan, organize, promote, and facilitate “Rehearsal” times involved with the various groups below
 - SpiritDriven (Praise Band) – Usually every Thursday at 6:30 p.m. for 1 hour
Warm-up Rehearsals at 7:30am (55 minutes before Contemporary Worship) and
 - Traditional Choir – Usually every Wednesday at 7:00 p.m. for at least 1 hour
Warm-up Rehearsals 10-15 minutes following Sunday School
 - Special Groups (combined choirs for Christmas programs or area-wide services) - Rehearsal times are usually 1.5 hours for 5-6 weeks prior to performance and are usually held on Sunday afternoons or evenings.
 - Children’s Choir – When scheduled
 - Hand Chime Choir -Time set by group for a 6-7 week period prior to performance for 1.5 hours
 - Instrumentalists – Rehearsal times and length set by group or individuals usually 1-2 weeks prior to performance.
- Provide music for all funerals of church members unless otherwise notified by the church Administrative Assistant or Pastor.
- Be available for weddings or private services if such events do not conflict with other responsibilities. The organist shall be compensated for weddings by an additional fee as set by the organist (recommended in Wedding Handbook.)
- Schedule biannual tuning of the organ and piano, and prepare a list of items needing maintenance.
- Other duties related to the above as the need arises.