

Trinity Evangelical Lutheran Church  
**MINISTER OF MUSIC**  
Job Description

The Minister of Music at Trinity Evangelical Lutheran Church is a part-time position reporting to the pastor. A successful candidate shall possess a bachelor's degree in music or have equivalent experience.

**Qualifications**

- Profession of the Christian faith, as stated in the Apostle and Nicene Creeds, and familiarity with liturgical settings, preferably from a Lutheran perspective.
- Experience and/or training in choral direction.
- Ability to work well with volunteers of all ages.
- Experience with various genres of religious music from traditional to present-day.
- Proficiency in organ and piano.
- Experience with recruiting, organizing, and directing church choirs, vocalists, and instrumentalists.
- Must be able to maintain a high degree of confidentiality.
- Child protection clearances required.

**Duties & Responsibilities**

- Serve as organist of the church and be responsible for services scheduled by the church. Plan music according to scripture lesson themes, and work with the pastor to choose the hymns for the church year.
- Available to play for weddings and funerals. Plan music in coordination with engaged couples and families of the deceased, respectively. (Note: Consultation between the pastor and minister of music is essential when scheduling funerals with the understanding that compensation is to be provided by the requesting family. Responsibilities and compensation for weddings are contained the church's *Wedding Policy* brochure on file in the church office.)
- In consultation with the Worship and Music Life Ministry, responsible for the development of the choir program with the understanding that the number and types of choirs shall be based on the interest and needs of the congregation. Includes recruiting choir members, conducting rehearsals, and instructing members on liturgy and techniques. Types of choirs include, but are not limited to, adult and youth vocal choirs and handbell choir.
- Plan and schedule guest vocalists and accompanists.
- Oversee maintenance of the organ and pianos.
- Purchase and maintain sheet music for all choirs and instrumentalists. Maintain musical equipment and instruments. Organize the music library of the church.
- Provide necessary music titles and composers to the Administrative Assistant for publication in the worship bulletin.

- Ensure all music played, copied, or distributed, whether in written, audio, visual, or streaming form, is properly licensed and reported in compliance with copyright laws on behalf of the church.

### **Administration**

- Position is supervised by the pastor on behalf of the church council.
- Attend regular staff meetings.
- Serve as a member of Worship and Music Life Ministry with voice and vote. Shall attend meetings and work collaboratively with the ministry to enhance the worship life of the congregation.
- Submit annual budget to church council in consultation with and approval from Worship and Music Life Ministry.
- Starting salary is negotiable and commensurate with candidate's education, experience, and skill level.
- On an annual basis, salary shall be reviewed by the pastor and Worship and Music Life Ministry and recommended to the church council for authorization and approval by the congregation.
- Minister of Music receives five (5) paid Sundays for vacation in a calendar year. Timing of vacation days is set in consultation with the pastor and Worship and Music Life Ministry.
- Continuing education is funded by the Worship and Life Music Ministry budget.