

Job Description: Minister of Music:

Date of Employment:

Date of Last Review:

Employer: Epiphany Lutheran Church; Reports to Pastor & Church Council

General Expectation of Staff Members

Epiphany Lutheran Church's stated mission is as follows: This congregation lives to lovingly invite all people to the unconditional love of Jesus Christ, to teach and build community among those who respond and to relieve the suffering of those in need. It is expected that every member of Epiphany's staff will strive to carry out the fullness of this mission in their specific areas of ministry. The Minister of Music is a part-time employee of Epiphany, supervised by the Pastor of Epiphany.

Staff members realize they are leaders in a spiritual community. As such, it is vital for them to tend their own personal spiritual health. Staff members are also to model a spirit of hospitality whenever the congregation is gathered together. This is important because it helps people be aware that Epiphany is a congregation that cares for them and welcomes them into its midst.

As a leader in the congregation, it is important that the Minister of Music work collaboratively with other staff and volunteer teams, under the guidance of the Pastor. To that end, open discussion is encouraged in staff meetings, Worship Team meetings, planning sessions, and private meetings with other staff members or Council members. And, when among members of the congregation, it is essential that the staff be supportive of one another, and supportive of the decisions that have been made as a group.

Knowledge, Skills. Abilities

1. Prefer undergraduate and/or graduate degree in music, with knowledge, skill, and experience leading church based music programs.
2. To provide organ and/or piano accompaniment for all hymns - congregational singing and the varied forms of liturgy.
3. To work closely with the Pastor and Worship Team to enhance the worship settings through thoughtful and advanced collaborative planning.
4. Knowledge of a broad range of appropriate worship music, and of the role of music in Lutheran worship, and provide the congregation with a broad spectrum of musical experiences consistent with Lutheran theology.
5. A creative and open mind and spirit, and an ability to use creativity in a manner that encourages an atmosphere of excitement and enthusiasm for worship.
6. Ability to lead the choir, and to establish and maintain good communication and working relationships with choir members, church staff, and parishioners.

General Responsibilities

The role of music in the church is to support the centrality of the Word and Sacrament ministry. Church music should be first and foremost dedicated to the glory of God in worship. It should encourage congregational involvement and inspire congregational participation in worship.

1. To involve the members of Epiphany and beyond in the activities of our congregational community and to create an atmosphere of excitement and enthusiasm for worship and community life.
2. To develop new music ministries, if of interest to the congregation, that will be meaningful to all worshippers, such as a children's group, or small ensembles.
3. To collaborate with the staff in such a manner as to create a positive atmosphere utilizing teamwork and flexibility to achieve desired goals.

Specific Responsibilities

1. Collaborate with Pastor and/or Worship Team and other appropriate persons in the selection of congregational hymns and music; prepare and give to the church office manager the schedule of hymns, preludes and postludes, special music, and other music to be included in the worship service folders.
2. Meet with the Pastor on a regular basis to help plan and schedule the various aspects of the music program.
3. Participate in budget planning with regard to worship life.
4. Choose and order music for the choir to sing that comports with collaborative advance planning.
5. Rehearse and direct the choir for the worship services including any other special music requested for regular and special services.
6. Maintain and oversee the music library, attending to the rehearsal folders in a timely fashion.
7. Assure that copyrights are honored and Epiphany’s obligations met with respect to music copyrights.
8. Provide all organ and piano music that is part of the worship services (currently, one Sunday morning and one Wednesday evening service per week), including hymn accompaniments and musical settings of the liturgy from ELW and other worship liturgies chosen for different seasons; prepare and perform preludes, postludes, and special music appropriate for worship; recruit and oversee the volunteers who provide special music for various occasions.
9. Provide music for all weddings, funerals, and special services requiring music, unless the Minister of Music is not available or an exception has been approved by Council.
10. Schedule regular maintenance and special repair of all church-owned keyboard instruments and other types of church-owned instruments that may be purchased in the future.
11. Arrange for substitute organist/musician when out on leave, and submit a check request for payment to the substitute to the Treasurer.
12. Attend training with other musicians in the Rocky Mountain Synod of the ELCA as it becomes available, and collaborate with other musicians within the Synod to develop skills and expanded repertoire consistent with the church’s goals and missions.

Employee Classification

The Minister of Music position may be 12-15 hours per week. During certain times of the church year such as Christmas and Easter, more hours may be required. The Minister of Music is a salaried, part-time employee position.

Paid Time Off

Two weeks of paid vacation leave annually, and two weeks of sick and/or other personal time annually are allowed. The Minister of Music shall take no more than four (4) Sundays off from work annually, including vacation, sick, and personal time. Additional time off may be approved by Council on a case-by-case basis, but will in most cases be considered unpaid time off, and employee’s salary reduced accordingly. The employee should request all planned leave at least two weeks in advance, whenever possible.

Termination

This agreement can be terminated by either party with thirty days’ notice.

Annual Performance Review

Performance evaluations of the employee shall be conducted on a regular basis pursuant to a policy determined by the Epiphany Church Council.

Music Director

Date

Pastor

Date