

First Evangelical Lutheran Church of Redlands, CA

Job Description: MUSIC DIRECTOR

ACCOUNTABLE TO: Church Council

GENERAL OVERSIGHT FOR DAY TO DAY OPERATIONS: Pastor

PURPOSE: To serve the Church by providing a Music Ministry which will enhance the weekly, seasonal and special services or performances throughout the year. By so doing, this music ministry by its welcoming spirit, music chosen, rehearsals performed, and the unique opportunities for performance whether it be in worship or other venues will enhance the experiences of all participating.

QUALIFICATIONS:

- Experience and proficiency in conducting, leading and teaching church choirs, and working with vocal soloists and instrumentalists. Should have a background in vocal training as well as music theory, history and pedagogy.
- Ability to provide vocal leadership for choral and congregational singing preferred.
- Knowledge of the Lutheran liturgy and settings, the liturgical calendar, as well as the Lutheran hymnody.
- A commitment to grow in knowledge of music and liturgy for worship; membership in professional organizations; and personal study.
- Ability to work effectively with church staff as well as choir members, soloists and instrumentalists. This includes communication and organizational skills as well as reliability and promptness.
- A caring, pastoral presence, the ability to convey the spiritual significance of music, and comfort in leading a group in prayer are preferred.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Lead one rehearsal of the choir per week during the months of September through mid-June.
- Be responsible for at least one anthem by the choir on three Sundays each month or four Sundays in months with five Sundays. The schedule may be flexible with soloists and/or small groups in place of choir. This includes the selection of music and occasional purchase of new music, keeping within the music budget.
- Coordinate special music with the use of soloists, ensembles, instrumentalists, etc. for the Sundays the choir does not sing during the months of September through mid-June, as Church Council Adopted: 04/26/23

congregational volunteers are available. During summer months the special music is flexible and should be arranged beforehand with volunteers providing special music, based upon the needs expressed by the congregation's leadership.

- Provide anthems and/or special music at special worship services (Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving and Christmas Eve, etc.)
- Engage volunteers to cantor for liturgy or cantor oneself, as needed on Sundays and during Lenten weekly services.
- Meet with Pastor and Organist on a regular basis to plan services.
- Contract with non-member instrumentalists as needed for special services such as Christmas Eve and Easter, keeping within the music budget and memorial gifts.
- Communicate anthem information each week to the church Administrative Assistant for inclusion in the bulletin.
- Submit an annual report each year, which summarizes the music ministry for the past 12 months.
- Maintain the music library, which includes handbell music, choral music, and instrumental music. Currently a volunteer assists with this.

COMPENSATION AND BENEFITS:

This is a part-time position. Current Employment period: September - June. Additional Employment (depending on needs): July – August.

Time commitment: 6-12 hours per week, depending on the liturgical calendar.

- The Church Council shall determine compensation and benefits for this position.