

## **Mt. Lebanon United Lutheran Church**

Director of Music and Organist

Position Description

### Required Qualifications:

1. Extensive formal organ, keyboard and choral training, with a Bachelor of Music degree or performance certificate required, and with a major in Organ and/or Sacred Music preferred, in addition to a dedication to continuing education for the improvement of professional skills.
2. Leadership skills for initiating, developing and maintaining a ministry of music in a medium/large congregational setting, being cognizant of and responsive to factors including the various ages, skills, talents, and levels of interest and commitment of congregational members.
3. Skills necessary to recruit, motivate and teach those involved in vocal and/or instrumental ministries of music, as well as in the congregation at-large.
4. Ability to work as a professional within a staff setting, taking initiative and responsibility where appropriate, while being responsive to the guidance of the Pastor and church committees.
5. Willingness to collaborate with church members to build an ongoing children's choir ministry.
6. An understanding of and appreciation for traditional worship, and availability on a year-round basis for Sunday, Holy Day and mid-week liturgies, as well as for weddings, funerals and rehearsals as necessary.

### Primary Responsibilities:

1. Keyboard and Choral Work (including vocal, handbell and instrumental ensembles)
  - a. Playing the organ and conducting musical portions of each worship liturgy.
  - b. Conducting rehearsals, including the teaching of liturgical music and accompanying on organ and/or piano.
  - c. Recruiting, auditioning, hiring, training and dismissing choir members and other musicians.
  - d. Composing or arranging music as necessary for a particular liturgy, and maintaining and expanding the congregation's music library.

- e. Supervising the maintenance of all instruments owned by the congregation.
- f. Providing accompaniment for music programs as needed.

## 2. Planning

- a. Selecting hymns and service music for weekly liturgies using the resources of the Evangelical Lutheran Church in America and the wider Christian tradition.
- b. Selecting and purchasing music appropriate to each liturgy.
- c. Participating in staff meetings, consultations with the Pastor and meetings with others as necessary to plan and implement specific assignments.
- d. Attending meetings of the Worship and Music Committee.

## 3. Other Responsibilities

- a. Providing material pertaining to the ministry of music to be included in weekly worship bulletins and congregational publications, including proofreading final editions.
- b. Securing competent substitutes when necessary for approved vacations or absences.
- c. Supervising the planning for and implementation of special music events for the congregation and community.
- d. Developing a liaison between musical and other ministries within the congregation.