

Holy Trinity Lutheran of Port Angeles

Job Description – Director of Music

An exempt 25 hours/week position with comprehensive benefits

Position Summary

The Director of Music serves the Congregation as the principal musician, organist, pianist and choir director and prepares a broad base of leadership for deepening and nurturing a relationship with God, Creation, and one another in the church and wider community. The Director of Music plans, coordinates, forms, and leads the congregation, its choirs, and musicians through all aspects of music for liturgical and worship services and requires fiscal management of the music budget. The Director of Music is a professional musician who can build a loving, grace-filled, creative atmosphere for worship. The Director of Music invites, trains, and teaches musicians of all ages in all venues to use their gifts and make a joyful noise to the Lord.

Reporting Relationship

The Director of Music reports to the Pastor(s). Members of the Executive Committee and Church Council may be invited to review pastoral comments and recommend additional feedback during, a) the 90-day probationary review, b) annual performance review, and c) discussion of merit salary increases.

The Pastor(s) will conduct a 90-day probationary review and an annual employee performance review per the Personnel Policies and Procedures. If conflicts and inconsistencies arise with this Job Description, the Pastor(s) is/are responsible for determining a remedy or corrective action.

Responsibilities

- Participate in the ongoing development of music resources: researching, selecting, and developing the music library.
- Arrange weekly rehearsals for choirs and ensembles as needed during the program year (September – June). Our ensembles include a mixed voice choir, a children’s choir, and occasional handbell choirs for adults and/or children.
- Arrange appropriate vocal support of guest musicians for worship during the summer months, as needed.
- Sing the cantor role when necessary.
- Arrange appropriate substitute musicians for vacation periods in consultation with the Minister of Worship & Music and approval of the Pastor(s).
- Lead music at all liturgies and services as required on Sunday and other special services as required by the Pastor(s) and as described in the church calendar year (including but not limited to playing the organ and piano, and conducting choir ensembles and children’s choir anthems).
- Assist the clergy in planning worship as requested.
- Take responsibility for maintaining all choir materials and equipment, including humidity control for the organ, pianos, and choir room.

- Ensure timely reporting to [ONELICENSE](#)
- Arrange and supervise the tuning, repair, and maintenance of all musical instruments owned by the church.
- Hire musicians and transpose music for ensembles, as needed.
- Monitor the approved music ministry budget. Prepare and present a draft annual budget to the Executive Committee.
- Prepare the following years' achievable goals for annual performance evaluations.
- Direct ecumenical outreach events into the community via performances at other organizations. Host external secular music groups in our spaces as approved by the Church Council.
- Provide music for weddings, funerals, and additional church services as scheduled by the Pastor(s) or arrange for a qualified substitute musician.
- The Director of Music's work will include additional duties and activities directed to the congregation and its well-being undescribed herein, and other duties as assigned.

Compensation, Times of Work, and Leave

The Director of Music will be an exempt 25 hours per week part-time position; with the following periods of leave at prorated compensation:

a.) Federal holidays to be taken so as not to interfere with ministry responsibilities. Compensation time at 1.5 multiplier for working on federal holidays.

b.) Vacation leave accumulated accrual based on longevity rates. Rollover potential to a maximum limit. Up to three (3) Sundays only of paid personal time off per year. Other time off, sick, compassion, extended, family leave, etc., are addressed in the approved Personnel Policies and Procedures.

c.) Professional development leave at the rate of two (2) work weeks per year (10-days) includes missing two (2) Sundays and an approved travel/training budget. Membership dues to the American Guild of Organists, Handbell Guild of America, and Association of Lutheran Musicians are eligible expenses for the annual professional development budget.

The Director of Music shall adapt their personal time-off schedule to meet the special demands of both Advent/Christmas and Lent/Holy Week.

The Church facility may be used for private organ or piano lessons by the Director of Music.

Seeking alternate income is encouraged. Director of Music time at the church will be flexible during the weekdays to accommodate additional employment.

First right of refusal for wedding and funeral events in the Church's sanctuary.

Minimum Qualifications

- Bachelor's degree in a music related field.
- Experience directing church choirs, particularly in a liturgical tradition, is preferred.

- Proficiency in conducting and vocal coaching.
- Knowledge of liturgical seasons, psalmody, and hymnody.
- Strong organizational, communication, and computer skills.
- Ability to work collaboratively with pastors, staff, A/V Technician and volunteers.

Instruments

Ability to become highly proficient by the conclusion of the probationary period on the Church’s

- Medium-sized Balcom & Vaughan Organ rebuild by Bond with 24 “ranks” and 20 “stops”
- Class “B” Steinway grand piano
- Malmark Handbells, 4 octaves

Physical Requirements/Working Conditions; ADA reasonable accommodations reviewed upon request

Must be available to work all hours, weekends, and/or holidays as job duties require

Must be able to successfully pass a criminal background check

Physical ability to access all areas of the property applicable to your position (includes stairs) and withstand prolonged standing, sitting, bending, and twisting without restriction

Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers, notes, and symbols

Must have the ability to reach at or below/above shoulder level on a continuous basis and be able to lift and push up to 25 lbs. unassisted

Must be able to work in a busy and sometimes stressful environment; maintain physical stamina and proper mental attitude while dealing effectively with church staff, congregants and community and meeting deadlines under pressure.

Acknowledgement

The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the above information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling the Church’s mission. Holy Trinity Lutheran Church reserves the right to modify the job duties and responsibilities as required. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills and possess the physical abilities that are necessary to perform the job as described and will support the Church as an ambassador of its Mission: ***Called by God’s grace to share the Good News, we are the hands of Christ: opened in love, joined in worship, offered in service, reaching for justice.***

Employee Signature: _____

Employee Printed Name: _____ Date: _____