

SALEM LUTHERAN CHURCH
Sycamore, Illinois
Job Description

POSITION: Coordinator of Music Ministry--Organist/Accompanist, Creative Arts Programs.

Category of Employment: Permanent Part Time, 25 hours/week, Salaried Position.

QUALIFICATIONS: Salem Lutheran Church seeks an enthusiastic Coordinator of Music Ministry Creative Arts Programs to provide spiritual enrichment through music ministry. The Coordinator collaborates with various individuals, groups, and committees within the church. This person must be forward thinking and work flexibly with diverse populations and a variety of musical styles, and knowledge of Lutheran Liturgy. Work to incorporate creative worship elements and help explore additional ways to enhance worship experiences that strengthen Salem's community of faith committed to mission, diversity, and outreach. Degree in music or commensurate experience preferred.

REPORTING RELATIONSHIPS: To the Pastor; also relates to the Executive Committee who serves as the Personnel Committee.

WORKING RELATIONSHIPS: The Coordinator of Music Ministry works cooperatively with the Pastor, church staff, musical ensembles, worship committee, and musicians (IE: Saturday night accompanist).

DUTIES AND RESPONSIBILITIES:

- Coordinate schedules and oversee all musical groups and special music for services throughout the year. This includes rehearsals, worship, and the music themes therein. Services: Salem Lutheran Church currently has three services each weekend. Saturday evening and two on Sunday morning. Additional services include Lenten, Easter, Advent and Christmas. Other special services may be scheduled. The Coordinator of Music Ministry/organist/accompanist normally provides a prelude, postlude, and offertory music as well as accompanies hymns, liturgical music, and anthems performed by choirs, soloists or other music ensembles. The Coordinator of Music Ministry coordinates music for all services. Understanding of basic computer technology and virtual platforms/models for alternative electronic methods for worship music ministry.
- **Memorial Services/Funerals:** The church organist/accompanist shall have the right of first refusal to play for memorial services/funerals. When special circumstances apply, an outside musician may be used with the approval of the Coordinator of Music Ministry. Fees will be consistent with American Guild of Organists (AGO) guidelines, to be paid by the family.
- **Weddings:** The church organist/accompanist shall have the right of first refusal to play for weddings. When special circumstances apply, an outside musician may be used with the approval of the Coordinator of Music Ministry. The church's wedding information policy suggests fees consistent with AGO guidelines. This fee is to be negotiated

between the wedding party and musicians and is not the responsibility of Salem Lutheran Church.

- **Direct** (September through May): Coordinator of Music candidate may choose to direct all Creative Arts Programs (IE: Adult Choir, Children's Choir, Hand bells, Puppet Ministry) with additional pay or otherwise led by stipend paid directors for Creative Arts Programs. Set up and take down of equipment requires volunteer assistance from members of the groups.
- **Rehearsals** (September through May): Lead/coordinate rehearsals of the Creative arts programs as needed. Working with other Musicians may require additional rehearsal time, including summers, when special musicians may provide music during worship.
- **Participate** in meetings convened by the pastor, executive council/congregational church council and/or worship committee, for worship planning. Submit monthly written report to congregational church council.
- **Communicate** regularly with the pastor regarding music selections to complement worship themes. Quarterly/seasonally convenes meetings of church staff, committees and music volunteers
- **Participate** in meetings of church staff, committees and music volunteers to provide for a unified and diverse music ministry program, providing guidance and assistance where needed.
- **Encourage** church members to participate in various music groups and cultivate collegiality among musicians, staff, congregation and wider community outreach.
- **Identify**, and recruit new members to share vocal and instrumental talents with the congregation in worship and other settings.
- **Organize**, administer and implement music for special worship services and events, consistent with agreed upon plans and programs. Monitor a procurement and maintenance schedule for music program properties, including the music library, robes, pianos, (including tuning of), organ, hand bells, programming of Carillon, and other music instruments and equipment.
Compliance with licensing agreements and copyright procedures as required.
- **Secure** contract musicians for special occasions, adhering to the budget determined by the Worship Committee and congregational council.
- **Recommend** to the Worship committee, finance committee and congregational church council an annual budget for the music ministry program.
- **Collaborate** with Youth and Family Coordinator in communicating Music Ministry activities.
- **Submit** all music details for weekly worship bulletin and monthly newsletter.
- **Other responsibilities**, consistent with the job description, as may be assigned by the Pastor, the Worship Committee, and/or the Executive Council/Personnel Committee.

Salem Lutheran Church
1145 De Kalb Avenue
Sycamore, Illinois 60178

<http://www.slcsycamore.org>

(815) 895-9171

Visit us on Facebook

Welcome to Salem where you can be part of a community to grow in faith and serve God.

In this community of faith we value worship, hospitality, education, community outreach and service, diversity, and everyone's faith journey.

All are welcome. We embrace people of all ages, abilities, races, ethnic backgrounds, sexual orientations, and gender identities. Whoever you are, there is a place for you here as a precious Child of God.

OUR MISSION

By Grace, Salem seeks to live Christ's love which nurtures and grows faithful people grounded in God's word.

OUR VISION

Salem seeks to inspire engagement through Christ-centered programs, build enthusiasm for mission, and foster a joy-filled environment.

OUR CORE VALUES

- Community Outreach & Service
- Faith Journey
- Hospitality
- Teaching the Faith
- Welcoming Diversity
- Worship
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