

## **Music Director Job Posting**

Grace Lutheran Church (ELCA)  
Lansing, Michigan 48915  
(517) 372-5830  
Email: [gracelut@sbcglobal.net](mailto:gracelut@sbcglobal.net)

### **Job Details**

Half-time position planning, preparing and performing organ and/or piano voluntaries and working with adult choir to prepare weekly service music and anthems for special services as directed by the Pastor including but not limited to Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Epiphany, Ash Wednesday, Lenten Mid-Week Services, Maundy Thursday, Good Friday, Easter Sunday, Ascension Day, Pentecost, Reformation, Thanksgiving Day and other special occasions.

### **Salary**

\$22,088 paid bi-weekly with yearly increases as determined in the church budget and approved by Council.

### **Qualifications**

Prefer candidates who possess a Bachelor of Arts or Bachelor of Music Degree with a major in piano or pipe organ, who have choral conducting experience and who possess a working knowledge and understanding of liturgies (or willing to learn), church music literature and choral repertoire including diverse music traditions and styles and who have the ability to communicate effectively with adults, children and youth in music leadership. Candidates who minored in organ or piano may be considered and evaluated based on their personal qualifications.

### **Benefits**

Four Sundays of leave annually, for which times Grace Lutheran Church will make any arrangements for a substitute accompanist for worship services, and two additional Sundays of leave for the sole purpose of attending church music conferences.

Allowance for expenses to attend church music conferences and for purchasing music.

### **Full Job Description**

Grace Lutheran church (ELCA) desires Half-time Music Director accomplished in piano/organ and who has choral experience. Duties include planning, preparing and performing voluntaries for weekly worship and special services as well as planning, selecting and rehearsing anthems for an adult choir that sings weekly September – June. Church envisions emphasis on youth and outreach programs. Additionally, prospective candidates may interview for Handbell and Youth Choir positions. Compensation will be negotiated accordingly.

### **Job Summary**

This is a half-time position (20 hrs/wk) for a musician skilled on both organ and piano who will work with the pastor and choir(s) to provide quality worship in the Lutheran (ELCA)

liturgical tradition. Choirs normally rehearse weekly and provide music for worship and special services September through June.

## **Responsibilities and Duties:**

### **Worship Leadership**

Attend regularly scheduled meetings with the Pastor to collaborate on organ/piano and choral music for Sunday services which are appropriate textually and musically to the message and theology of the church for use in liturgical services.

Attend monthly meetings of the Worship and Music committee as well as advise the committee as requested in its overall concern for the worship and ministry of the congregation.

Work with the Worship and Music Committee as necessary to develop music outreach opportunities in the community to further the congregation's mission.

Collaborate with audio technicians to establish proper balance of all sound sources to ensure effective musical leadership in worship.

Attend meetings and conferences of professional organizations to seek additional training to increase musical skills.

Fulfill other duties as assigned by the pastor. Consideration will be given to the fact that the music director may be involved in other parish interests before additional duties are assigned. An expanded list, adjustments or changes should involve a consultation between the musician and pastor.

### **Worship Preparation**

Select, learn, practice or review music to determine appropriate organ registrations in order to set them up at the console and practice them.

Select, plan and practice hymn accompaniments and appropriate settings for sections of the service.

Learn and adapt choir accompaniment for the organ.

Recruit, rehearse and direct an adult choir which shall rehearse once each week from early September until early June or as otherwise specified. The choir shall provide choral offertories on a regular basis.

Convey and teach an appreciation of diverse musical traditions and styles in worship.

Attend or lead choral rehearsals, rehearse with other musicians or soloists, and prepare for all such rehearsals.

Work with accompanists and instrumentalists.

Coach and train choir soloists including choral scholars.

Submit all choral and organ/piano music selections including Prelude, Postlude, Gathering Hymn, Hymn of the Day, Offertory, Communion Hymns, Sending Hymn, for Sunday services to the church secretary by Thursday morning each week.

### **Seasonal Responsibilities**

Provide organ and choral music for additional services, if scheduled, such as Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Epiphany, Ash Wednesday, Lenten Mid-Week services, Maundy Thursday, Good Friday, Easter Sunday, Ascension Day, Pentecost, Reformation, Thanksgiving Day and other special occasions.

### **Administration**

Oversee a choral scholar program.

Approve all requests for use of the church organ by anyone other than the organist in residence.

Consult on all music for weddings and funerals held within the church. Provide organ music if requested at all weddings and funerals held within the church, or arrange for a substitute organist. Fees for these services will be determined by church policy on weddings and funerals and approved by church council.

Be responsible, in consultation with the pastor, for the proper functioning of the church organ and other musical instruments in the church. In the event of an emergency, the organist may contact the servicing agency directly.

Maintain the music library, including the use of trained volunteers to stamp and file octavos, keeping attendance records, maintaining vestments, and preparing rehearsal room.

Submit a report on work accomplished for the annual report of the congregation.

Write articles for church and community newsletters (publicity) as necessary.

Purchase all necessary music and related supplies, as permitted by the appropriate line items in the church budget.

Become familiar with copyright and licensing requirements for livestreaming and oversee the purchase of such licenses as well as completing the necessary reports to continue licensing.

**Applications received by August 30, 2022 are more likely to receive full consideration.**

### **Send applications to:**

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