



## GRACE LUTHERAN CHURCH

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[www.GraceLutheranChesapeake.org](http://www.GraceLutheranChesapeake.org)

### Job Description for Minister of Music

#### Basic Requirements:

- Faithful follower of Christ.
- Part-time position; requires 10 hours per week on average, including planning, practice, rehearsal, Sunday morning worship, and occasional holiday/special services.
- Excellent piano skills (and preferably also excellent organ skills).
- Capable of directing various music programs (Praise Team, Bell Choir, and Traditional Choir).
- Able to lead congregational singing effectively in a variety of styles.
- Basic Computer Skills—Word, Google Drive, Sundays & Seasons website, and email.

The Pastor is the Minister of Music's immediate supervisor. Matters of employment are facilitated through the Executive Committee, which recommends compensation to the church congregation through the annual budget process.

#### General Responsibilities:

- Plan, organize, lead and direct the music program.
- Select (in partnership with the Pastor) and present appropriate music.
- Encourage and facilitate members and friends to use their musical gifts to give glory to God.
- Schedule and conduct rehearsals of choirs and special music offerings.
- Purchase new music, equipment, and supplies (as needed) within a budget.
- Help develop a Worship & Music budget for the upcoming year.
- Effectively communicate with the Pastor, Church Secretary, Congregational Council, and members of the various music programs.
- Use organizational tools to communicate with the congregation (\$coop, Grace Greetings, bulletins, web site, email lists, announcements in worship, etc.).
- Maintain the music library.
- Work with Pastor and Secretary to ensure copyright compliance.
- Identify a substitute music leader as needed for vacations.

#### Compensation:

The position is salaried. Salary will be set based on experience (\$10,400-\$13,000) per year, with two paid Sundays off (vacation). No additional benefits are included with this position.