

# **Gloria Dei's Minister of Music Job Expectations**

- Assist the pastor and church staff in preparing worship services
- Coordinates, rehearses with, and directs all choirs of the church
- Performs music at all worship services, weddings, funerals, weekly chapels, school programs, & VBS  
(organ performance skill is of utmost importance)
- Leads music for children and youth at Wonderful Wednesday
- Practices with the Worship Band once a week and leads worship with the band once per month, Sept - May.
- Teach an elective music class for middle school
- Attends all staff and training meetings
- Grow our children and youth choirs with church and school children
- Recruit members for choir, worship band, and hand bells
- Be a positive role model for the church and our students.

# **Gloria Dei's Minister of Music Job Description**

## **Duties and Responsibilities:**

1. Plan, select, provide, and lead organ/piano music, hymns, choir/worship band music, and/or hand bell music for all Sunday morning services and other seasonal services of the church. Seasonal services include: Hanging of the Greens, Christmas Eve, Ash Wednesday, Lenten mid-week services, Mandy Thursday, Good Friday, Baccalaureate, and school programs. This may not be an exhausted list.
2. Accompany and direct the Adult Choir at one mid-week rehearsal (typically Thursday evenings) and Sunday mornings. (September – May)
3. Accompany and direct the Worship Band at one mid-week rehearsal (typically Wednesday evenings after Wonderful Wednesday or Lenten services) and the Sunday mornings that they lead worship. (September – May)
4. Direct the Adult Hand Bell Choir at one mid-week rehearsal (typically Thursday evenings) and the Sunday mornings that they perform. (September – May)
5. Provide organ music for all weddings and funerals held at the church, consulting with wedding couples or families as requested. For these services, the organist will receive an additional fee as specified in the church policy. The services of another organist may be used with the permission of the regular organist.
6. Lead children in song during Wonderful Wednesday (30 minutes for middle and high school & 20 minutes for elementary aged). (September – June)
7. Plan and teach an elective class for middle school.
8. Plan, select, provide, and lead organ/piano and age-appropriate songs for our weekly chapels (typically two chapels on Wednesday mornings: Preschool and Two-year-olds. And three chapels on Thursday mornings: Pre-K and Kindergarten, First through fourth grades, and Fifth through Eighth grades.)
9. Oversee the maintenance of the organ and prepare an annual report detailing the current condition of the organ and/or piano(s) and specifying the necessary maintenance.
10. Attend monthly senior staff meetings. Attend teacher training days and staff meetings required through the school.
11. Write a bimonthly newsletter article from the Minister of Music. And submit no later than the due date provided by the church office.
12. Log all music used in the CCLI system.

## **Skills and Qualifications:**

1. A higher level of educational background consistent with a higher level of responsibility.
2. Demonstrated competency in planning and administering a church music program.
3. Experience in choral conducting

4. Knowledge of appropriate church music (classical, contemporary, folk, gospel, and liturgical) and the role of music in Lutheran worship.
5. Ability to relate to children and adults, of all ages, with good interpersonal skills.
6. Knowledge of the instruments (organ, piano, clavinova, and hand bells) with the ability to sufficiently play hymns, liturgy, and anthem accompaniments at sight.
7. Knowledge of the church year, seasons, and holy days.
8. Knowledge of Lutheran theology; and must refrain from teaching any decision-based theology.
9. Able to work Wednesday and Thursday evenings.
10. Must pass a background check for the school; and every three years, must have a background check for the church and complete online training through Safe Gatherings. Both of these background checks inquire into local, state, and federal offenses.
11. A bachelor's degree in Education, Music, or Organ Performance is ideal.

Please email [resume@gloriadei.net](mailto:resume@gloriadei.net) to submit your résumé. If you have questions about the position you can call 757-851-2838 and ask to talk to someone in the church office.

The interim will have an opportunity to apply for the permanent position, if desired.

# **Gloria Dei's Interim Minister of Music Position Details**

Full-Time:

40 hours per week

Ten hours a week are with the school. Thirty to thirty-five hours per week are with the church. There will be some weeks where you will give more to one than you will the other, that is understood for certain weeks.

Days that are mandatory for working are Sundays, Wednesdays and Thursdays. You will typically have Saturdays off except for seasonal church events, weddings and funerals. Funeral and weddings are paid in addition to the salary.

Benefits include:

Gloria Dei contributes 6% of gross salary to the 403(b) retirement program with Portico Benefit Services.

Gloria Dei pays for Employee Life Insurance \$15,000 through age 69, and Short Term Disability Insurance, up to 24 weeks, at a maximum of \$\_\_\_\_\_.

Gloria Dei pays 50% for Major Medical Insurance for self only. Dental is not paid for by Gloria Dei, but is an option for the employee to buy.

Vacation and Sick Leave is 12 days (not including Sundays), plus 3 Sundays. (Essentially this is 3 full weeks.)

Relocation Expenses not to exceed \$2,500.

Continuing Education for one week, which includes a Sunday. Gloria Dei will pay up to \$500 in continuing education events.

Salary:

Start at \$XX,XXX

Will be increased by \$2,000 upon completion of a three month probationary period.