

Job Description Director of Music

The Evangelical Lutheran Church of the Holy Trinity (Holy Trinity)
1 Trinity Place
Greenville, PA 16125
724-588-8870

Music is an integral part of the life of this parish. Under the leadership of the pastor, the Director of Music exercises an important ministry which reaches out to all parishioners, choir members, staff, and community.

This aspect of the congregation's ministry involves the musician as an educator and principal musician of the parish. His or her pastoral concern for and the counsel to all members of the choir and the parish are to exemplify the Christian spirit. As an educator, he or she will teach music and explain liturgical concepts. As a musician, he or she will be diligent in preparation and performance and will cooperate with others to provide and enable the highest possible standard of worship in this parish.

Professional Responsibilities: Recognizing the incredible talent and effort required for success in this position, it is important that the Director of Music has the time, tools, and training necessary for sustained excellence.

1. Provide all necessary Service music including Sundays, Advent Vespers, enhanced Lenten Services, Special Services e.g., Christmas Eve, All Saints, Ascension Day and Thanksgiving (when community Service is hosted by Holy Trinity).
2. Provide music for parish weddings and funerals; the Director of Music will be the first person contacted regarding music for these occasions. Compensation for funerals is an honorarium from individuals/families served. Holy Trinity Lutheran Church's Wedding Fee Schedule contains the various fees for weddings.
3. Be proficient in selecting music that will coordinate with the seasonal emphasis and theme of the particular Sunday; hymns, alternative harmonizations, preludes, postludes, offertories . . . all should relate to the lectionary series as closely as possible.
4. Schedule and maintain regular practice hours necessary to maintain the required standard of excellence.

5. Provide choral leadership that challenges, motivates, and instills a sense of musical discipline.
6. Help the choir understand that its chief responsibility is as musical worship leaders rather than performers.
7. Rehearse and offer anthems of high quality spanning a variety of musical styles.
8. Possess sufficient knowledge of church music history in order to provide education, musical and pedagogical, as consistently as possible in the areas of: hymnody, vocal techniques, and diction in as many languages as is necessary.
9. Possess ability to use bells to undergird and enhance regular or special liturgical music.
10. Research and attend regional / national conferences to help foster professional development.

Administrative Responsibilities: In smaller congregations like Holy Trinity, staff members are required to wear many hats including administrative duties that help fulfill God's purpose in our parish community.

1. Purchase music and supplies for the music program. The maximum sum available shall be determined in conference with the pastor and chairperson of the Worship and Music Committee.
2. Make plans for inclusion in worship of such ensembles as may develop to support the themes of the Service.
3. Act as consultant and assist directors of such ensembles in such areas as selection of music and accompaniment at worship.
4. Order music as requested by these directors within budget limitations.
5. Catalog music in the church's music library.
6. Select, schedule, and rehearse Cantors for their regular participation in the service.
7. Secure competent substitution organists as necessary.

Church Relationship Responsibilities: Staff members will need to interact with each other and with various Church Committees in order to successfully fulfill and advance the mission of the Holy Trinity congregation.

1. Work regularly with the pastor and staff through staff meetings and other planning as seasonally necessary.
2. Serve as an advisor to the Worship and Music Committee as requested.
3. Meet on mutually agreed occasions with the Committee on Congregation / Staff Support to discuss matters of concern.
4. Act as music consultant to the Parish Education Program as necessary.
5. Provide written reports: monthly council and for the summer congregational meeting
6. Provide an article for the Congregational Newsletter at least 4 times per year.
7. Recommend appropriate projects under provision #2 of the Tillotson Fund (Art/Music emphasis) with the pastor and in consultation with the Worship and Music Committee.

Community Liaison Responsibilities: To help maintain Holy Trinity's position in the community this position may be called upon to serve as the face of our congregation.

1. Private teaching will be allowed on both piano and organ in the church building.
2. Coordinate the Friends of Music at Holy Trinity Concert Series with the pastor and the Friends of Music Steering Committee.

As with all job descriptions, other duties may be required and shall be directed by the pastor.

(Revised August 2018)

(Revised March 2023)