



SAINT MARK'S

LUTHERAN CHURCH

Director of Music Ministry

Part-time

February 2023

Job Description

Purpose: Support the mission of St. Mark's by providing musical leadership in worship that fosters growing relationships with God and others. As St. Mark's continues to grow and evolve, all of these responsibilities should be approached with a focus on dynamic leadership and flexibility. Taking initiative and driving innovation in our changing environment are deeply appreciated and necessary skills for our staff at St. Mark's.

General Responsibilities:

- Shapes and plans worship from week to week and season to season in collaboration with pastor
- Supports the congregational singing by accompanying on organ and/or piano
- Oversees our music ministry by planning repertoire, rehearsing ensembles and leading ensembles during worship. Our ensembles include:
 - Adult Choir (not currently rehearsing)
 - Bell Choir
 - Children's Choir / Faith Formation
- Coordinates guest instrumental and vocal musicians, including scheduling, rehearsing, and incorporating into the worship services throughout the year, particularly at Christmas and Easter
- Recruits and develops new musical talent from within the congregation

Specific Responsibilities:

- Provide musical leadership on Sunday's worship service at 9:30am
- Select hymns and special music for our weekly worship service
- Rehearse the Bell Choir during the program year (September – May) currently rehearsing on Thursdays at 7pm
- Teach music during our faith formation hour to our youth (age 4 – 5th grade) on Sunday mornings after worship at 10:30am
- Manage the musical library and resources at the church, including ordering new music when needed
- Ensure that the congregation's pianos, organ and bells are maintained by scheduling their tuning and maintenance needs
- Provide musical leadership for our occasional seasonal services; Christmas Eve, Ash Wednesday, Holy Week, etc.
- Experience working with school age children in musical pursuits
- Provide musical leadership or coordinate coverage for Funerals and Weddings for extra stipend

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Qualifications:

- While not required a Bachelor's degree in music, church music, or other related degree is preferred
- Demonstrated skill and competency at the keyboard, particularly organ and piano Has, or is able to obtain and provide the congregation with valid copies of the following clearances as required by state law: PA Criminal History Record Clearance, PA Child Abuse

Knowledge, Skills & Abilities:

- Knowledge of Lutheran theology, liturgical practice and use of appropriate sacred music in the Lutheran tradition, or the willingness to learn
- Ability to take initiative and innovate within a dynamic environment
- Flexible leadership, collaboration, and interpersonal communication skills
- Passion for working with youth
- Ability to play and harmonize from a lead sheet
- Ability to play a variety of global musical styles
- Ability to transpose hymns
- Ability to work well with others and participate collegially with pastor, staff and congregation members
- Working knowledge of technology to include email, texting and various video recording methods, or willingness to learn

Accountable To:

1. Pastor, Bryan Penman
2. Church Council, currently chaired by Alex Metz (2023)

A Note on Expectations:

At St. Mark's, we focus on both what our staff does (the content of their position descriptions) and how our staff performs their ministry-building work (the elements of communication, attitude, and respect that shine through). On an annual basis, specific goals will be developed by the Director of Music Ministry in coordination with the team to which he/she is accountable (Pastor, Church Council, and Mutual Ministry Team). The Director of Music Ministry will be evaluated against those goals on an annual basis via a formal, written job performance review.

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