Music Director - Organist
Job Description

Prince of Peace Lutheran Church
1747 W. Milham Ave. Portage, MI 49024
(269) 343-3453 www.popportage.org

Reports to: Senior Pastor
Status: Full time and full benefits with salary of $50,000 - $55,000 commensurate with experience, education, and demonstrated qualifications.
Effective Date: January, 2027

Job Summary: Responsible for overseeing and delivering all music at Prince of Peace Lutheran Church (ELCA). Provide high quality and varied choral, handbell, and piano/organ music for worship through demonstrated expertise on various keyboard instruments. Is able to recruit volunteers of all ages for the music program, as well as coordinate special music with guest musicians. Possesses ability to transpose music and select music that aligns with varying skill sets. Supervises accompanist and any additional music staff that may be hired in the future. Assists other staff and musicians to achieve success and/or to meet their responsibilities for leadership of the various components of the music ministry.

Essential Functions

MUSIC DIRECTOR

- **Plan and prepare as part of staff**
  - Coordinate with pastor, and other musicians to ensure appropriate and seasonal liturgical, instrumental, and vocal accompaniments
  - Help design and facilitate relevant and inspiring worship; combines elements of theology and music to promote worshipful experiences; selects music that fits the worship flow and reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with God
  - In support of the pastoral staff, provide leadership and vision to the congregation and other musicians of the power and place of the music arts in Lutheran worship
  - Consult with sound system technicians for all musical aspects of worship
  - Attend to administrative detail including: notifications for church bulletin, coordination of schedules with other accompanists, instrumental teams, and soloists
  - Oversee and schedule instrument maintenance as appropriate
  - Select music from a variety of sources. File and maintain inventory and order of music

ORGANIST

- **Provide high quality and varied music for worship**
  - Demonstrate expertise on various keyboard instruments, including organ, piano, and electric keyboard
  - Prepare preludes and postludes on a regular basis, plus offertories as needed, in keeping with the season of the church year. Accompany soloists, small groups, choirs and other groups for regular worship services as well as special events such as weddings and funerals.
  - Spend adequate practice time with vocal and instrumental special music soloists and ensembles to allow them to share their unique musical gifts in worship
  - Present music in a wide variety of musical styles as requested

BELL CHOIR/SANCTUARY CHOIR DIRECTOR

- **Develop and direct the Bell Choir and Sanctuary Choir**
  - Recruit and invite new members to the choirs and be willing to teach them the basics of reading music and/or bell ringing as needed
  - Conduct the Bell Choir and Sanctuary Choir during worship services. Both choirs are active during the program year (September – May). The Sanctuary Choir generally sings twice per month, with some flexibility for festivals and holy days. The Bell Choir generally plays once per month, depending on the availability of the ringers. Both are usually involved in services for Christmas Eve and Holy Week. Provision for substitutes may be made.
  - As needed, provide choral leadership at special services including, but not limited to, Thanksgiving, Christmas, Easter, Epiphany, mid-week Advent and Lent, and Holy Week services.
  - Lead weekly Bell Choir and Sanctuary Choir rehearsals of about 60 minutes on a schedule conducive to member participation.
  - Work with a smaller group of ringers to provide special music (e.g., psalm leadership, change tones, etc) for worship at the request of the Pastor.
  - Schedule annual bell polishing events with Bell Choir members

Other Responsibilities

- Participate in weekly staff meetings
- Participate in annual staff retreat
- Participate in worship committee meetings
- Assist with budget preparation as requested. Operate within the budget pertinent to this position.
- Other duties as assigned

Time Expectations

- Weekly Sunday service(s) as organist
- Weekly rehearsals (September- May)
- Midweek Advent (3), Christmas Eve (2-3 services), Midweek Lenten (6), Holy Week (3-4), and other special services as needed.
- Available for weddings (including rehearsals) and funerals as needed. (These are done on a fee per event basis). If unable to play for an event, willingness to assist in finding another organist.

Minimum Qualifications

- Music degree or commensurate professional experience
- Small and large choral group accompaniment and directing experience – with people of all ages preferred
- Previous directing experience or ability to perform bell choir directing
- Knowledge of, and sensitivity to, a liturgical tradition and understanding of the role of music in worship
- Interest in/willingness to lead a variety of forms of Christian worship
- Use of professional etiquette in all interactions
- Ability to work effectively with others including staff, volunteers, congregation members, guests
- Ability to work independently
- Ability to transpose musical pieces, write or arrange music for instruments

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to handle or feel; reach with hands and arms; talk and hear. The employee is required to sit for sustained periods of time and to use legs/feet to play organ pedals. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

- Able to use arms to direct individuals and groups

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up when something is missing or out of balance; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest details.

- **Diversity** - Shows respect and sensitivity for cultural differences

- **Ethics -** Treats people with dignity and respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values

- **Hospitality/Accessibility:** Generates a sense of hospitality by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

- **Integrity and Trust:** Practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability. Follows through with commitments.

- **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.

- **Leadership** - Exhibits confidence in self and others; accepts feedback from others; gives appropriate recognition to others Creates a team environment where each member is motivated and feels their contribution is valuable.

- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of it, depending on the circumstance and the listener.

- **Written Communication:** is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

For more information and to complete an application, visit www.popportage.org. If interested in this position please send cover letter and resume to secretary@popportage.org.