

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number	1.20.40
Subject	Minister of Music
Effective Date	2/17/2004
Revised	02/22/2021
Committee	Personnel

Organization/Church Employees/Minister of Music
Reports to the Lead Pastor

JOB DESCRIPTION

The Minister of Music plans, coordinates, and directs the music program in order to facilitate the full and active participation of the congregation in the liturgical life of the church. He/she also plans the program to fit the liturgical needs of the church and complement the pastors' messages and service themes.

Essential Duties

1. Plans worship in liturgical celebrations in collaboration with the pastoral staff.
2. Selects and prepares music for all liturgies.
3. Serves as principal organist/pianist for all worship services, including seasonal mid-week services according to the liturgical calendar.
4. Schedules and Directs choirs, vocalists, and instrumentalists, as well as ensembles and after school music programs.
5. Consults, plans, and plays the organ for weddings and funerals. When special circumstances apply, an outside musician may be used with the approval of the Minister of Music.
6. Provides leadership and direction to the congregation's choirs and music groups and holds regular rehearsals.
7. Works with pastors, assisting ministers and cantors to reflect a high degree of integrity in the music of the parish.
8. Maintains and nurtures professional growth through regular music practice and continuing education.
9. Establishes and maintains contacts and resources, both within and outside the parish musical and liturgical community, to facilitate the growth of new ideas.
10. Attends weekly staff meetings, monthly congregation council meetings, worship and music committee, and other committees as needed.
11. Prepares the annual music budget in consultation with the Worship and Music Committee and administers expenditures of approved items.
12. Oversees the Procurement and maintenance for music program resources, including the music library, Albs, pianos, organ and other musical instruments and equipment. Maintains licensing agreement and copyright arrangements for use of music. Maintains music copyright and streaming licenses and reports all copyrighted music on a regular basis.
13. Provides leadership in use of technology for worship and music in coordination with staff.
14. Performs other duties and assumes other responsibilities as assigned.

QUALIFICATIONS

1. Bachelor's degree in music, with advanced work in church music preferred.
2. High degree of proficiency playing the organ and a working knowledge of other instruments.
3. Knowledge and appreciation of Lutheran liturgical arts and practices.
4. High degree of proficiency in directing choirs and supporting congregational singing.
5. Willingness to improve knowledge and skills through course work and professional associations.
6. Highly developed skills pertaining to organization, coordination, and communication to facilitate working with the pastors, staff, committees, and the congregation.
7. Willingness to work as a team with a variety of individuals and personalities.
8. Ability to operate and utilize Microsoft Office products, as well as music composition software.
9. Highly skilled or willingness to develop skills in the use of audio/visual technology and social media.
10. Able to obtain favorable child abuse clearances, criminal background, and FBI clearances.

Appendix – Description of Organ and two Grand Pianos

Pipe Organ Information – St. James Lutheran Church, Gettysburg, PA

May 1971 - W. Zimmer and Sons, Charlotte, NC – installed and dedicated after the disastrous fire of 1969, 35 ranks/3 manuals. This neo-classic baroque organ with Germanic influences, has served the congregation well. Capable of playing all genres of organ and liturgical music, its strength is the ability to lead in congregational song.

2009 - major refurbishment of the organ by Brunner Associates, Marietta, PA, a new moveable console was constructed, re-leathering of all chests, a new rank of oboe pipes on the swell division (replaced a weak trumpet) and a new chorus trumpet, complete with a new chest was assigned to the great division. A zimbelstern was installed. Cost \$129,000. Other items were put on hold due to budget constraints.

2018 – Brunner Associates crafted a festival trumpet installed above the baptistry. The major pedal reed was replaced with full length resonators, and two new digital ranks of pedal pipes were added – a 16' principal and 32' bourdon.

In addition to having one of the area's finest pipe organs in the area, a 6'1" Yamaha grand piano is available in the worship area as well as a 6'1" K. Kawai grand piano in the choir rehearsal room.