

Approved April 24, 2018

**Trinity Lutheran Church  
Las Cruces, NM. 88005**

**Position Description**

**Position Title: Minister of Worship and Music**

Supervisor: Pastor Wayne Nieminen

Work hours: salaried at approximately 15 hours per week

Location: Church facility

Position Summary:

Serves Trinity Lutheran Church in Las Cruces:

- Develops an effective and well-rounded music ministry
- Provides inspiration and support to TLC volunteers in music ministry
- Encourages and enhances life-giving weekly worship for members and visitors

General Duties & Responsibilities (position includes the duties of accompanist and choir director)

Under the collaborative direction and supervision of the pastors, plan and coordinate the church music program. Participate in the planning of worship and other musical ministries of the congregation.

Select and provide organ and /or piano music for up to two services each Sunday morning and additional services during the church liturgical year. Direct the TLC's choir, and other musical offerings as appropriate, in one rehearsal per week, with TLC's choir involvement two Sundays per month from September to May. Prepare and direct the TLC choir for special services during the church year. Within available resources, plan, select and maintain a music library appropriate to Lutheran liturgical worship. Attend regular staff meetings and occasional worship committee meetings as requested by the pastor. Give leadership to congregational singing –encourage and inspire enthusiastic participation.

## Duties – Accompanist

1. Provide organ and/or piano music for up to two (2) services each Sunday morning including preludes, postludes and other appropriate music to enhance the worship experience consistent with Lutheran traditions.
2. Provide accompaniment for scheduled TLC choir rehearsals and on Sunday mornings.
3. Provide music for additional worship services during the liturgical year including mid-week Advent, Christmas Eve, Christmas Day, Mid-week Lent, Holy Week and Thanksgiving eve.
4. Work cooperatively with the pastor and other staff in the selection of hymns.
5. Provide, if requested and available, music for weddings and funerals held at the church including consulting with the families if requested. Honorariums will be recommended by the church and paid by the families.
6. Assist in providing substitute accompanists and or musicians.
7. Attend regular staff meetings with the pastor and other church staff.
8. Monitor the condition of the organ, pianos and other instruments and arrange for tuning and other maintenance as required in accordance with need and within budget guidelines.
9. Attend meetings of the worship committee, when requested, and provide advice regarding budget needs for the music program to the worship committee.
10. Attend conferences and clinics, within budget guidelines, which will mutually benefit the accompanist position and the congregation.
11. Perform other duties as may be assigned including assisting with special Sunday school or youth programs

## Skills and Qualifications and Position Requirements

1. An understanding and commitment to the role of music in Lutheran liturgy.
2. Knowledge of the instrument keyboard with sufficient proficiency to play hymns, liturgy, and anthem accompaniments at sight.
3. Knowledge of basic music theory, including simple transpositions or harmonizing a melody.
4. Ability to interact in a friendly and tactful manner and maintain a cooperative working relationship with other staff, members of the church and the public
5. Completion of a successful background check including an FBI Fingerprint check if requested or required.

Education and Experience:

1. Bachelor's degree in organ/piano performance or music from an accredited institution or equivalent or currently enrolled as a student working on such a degree.
2. Two-three years (2-3) of recent experience as a church accompanist preferred.

Duties: - Choir Director

1. Encourage and support current musicians and actively recruit new members for the music program, providing an atmosphere of learning, growth and mutual care.
2. Select appropriate choral music and direct the TLC choir at Sunday worship services and additional special services in the liturgical year.
3. Conduct weekly rehearsals for choirs and other vocal or instrumental ensembles for participation in Sunday worship services between September and May.
4. Recruit and train liturgical worship assistants for Sunday worship.

5. Collaborate and coordinate with pastor(s) to plan and coordinate musical events and rehearsals to coincide with the liturgical year and the master calendar of church events.
6. Coordinate volunteer soloists and small groups to provide music for worship during the summer months and other occasions when the choir may not be singing. Maintain an awareness of the musical abilities of individuals within our congregation and invite them to use those abilities.
7. Maintain the church music library, licenses and inventory (robes, scapulars, and music holders) and be responsible for the purchase of music supplies and materials using the church requisition procedure and within the budget allocation. Maintain portable instruments of the church.
8. Prepare and submit an annual budget for the music ministries program -- in consultation with the supervisory pastor and worship committee.
9. Work collaboratively with the church office manager to insure compliance with all copyright laws for the use and reproduction of material.
10. Assist in the selection of hymns for the worship services
11. As requested by pastor(s), occasionally attend meetings of the worship committee.
12. Attend regular staff meetings with the pastor and other staff.
13. Attend conferences and clinics, within budget guidelines, which will mutually benefit the choir director and the congregation.
14. Perform other duties of the music program as may be assigned including new choirs and assistance with special Sunday school programs and in coordination with the pastor and the worship committee.
15. Communicate with the church office manager regarding the order of worship, special music and other worship and music matters pertaining to the bulletin or church media. Submit articles or advertisements for church website, newsletter and other media, as requested.

### Skills and Qualifications and Position Requirements