

**Fish Lake Lutheran Church
Harris, Minnesota**

Job Description

JOB TITLE: PART-TIME MINISTER OF MUSIC

CLASSIFICATION: [NON-EXEMPT; PART-TIME .15 FTE]

WHO WE ARE

Part of the St. Paul Area Synod, Fish Lake Lutheran is a small church nestled in the countryside of East Central Minnesota. The historic beauty of our building instills pride in both the congregation and wider community. Our worship style could be described as “traditionally expansive” encompassing both traditional and modern hymnody. We are a constitutionally inclusive and affirming community who invites all people to celebrate Holy Communion as one body of faith.

OVERVIEW AND PRIMARY FUNCTION

Our minister of music serves as the central figure in preparing and providing music for the worship life at Fish Lake Lutheran church. This includes hymns, liturgy, preludes, postludes, music during an offering, and other music as needed. This person is also responsible for leading the choir and coordinating other special music during worship.

JOB DUTIES/RESPONSIBILITIES

With assistance from the pastor and the Worship and Music Committee, the minister of music will:

- serve as primary organist/worship accompanist.
- coordinate and plan, organize, schedule, and evaluate all the worship and music at Fish Lake Lutheran. This includes selecting liturgy, hymns, choir anthems, and other music for soloists or ensembles.
- coordinate with the choir accompanist and lead the adult choir in weekly rehearsals and twice monthly anthems during worship. (September through May only)
- coordinate special music for each week.
- provide music for funerals, weddings, and other church events as requested. (Compensation for funerals and weddings is paid separately.)

- attend Worship and Music committee meetings and staff meetings.
- communicate to the office administrator what music will be in the bulletin.
- supervise the maintenance of and additions to the music library; oversee purchase of musical materials, supplies, instruments, and other musical equipment for use in the church worship and music program.
- schedule maintenance of the piano and organ as needed.
- keep informed through continuing education on current congregational music methods, materials and administration, utilizing them whenever and wherever appropriate.
- monitor and recommend the financial needs of the worship and music ministry to the pastor and church council, following established church spending procedures.
- meet regularly with the pastor for planning and evaluation, while carrying out other duties that may need to be assigned by the pastor.

SKILLS AND ABILITIES

- Commitment to the mission and vision of Fish Lake Lutheran Church
- Commitment to enhancing the worship experience through music
- Excellent organ and piano skills, with experience in various musical styles
- Strength in leading congregational singing
- Ability to work on a team inside and outside of worship
- Knowledge of Lutheran worship and liturgy

NOTE

The applicant must complete and receive satisfactory results of a pre-employment criminal background screening.

COMPENSATION

7 hours/week at \$30.00/hr
Flexible time off with substitutes available