

## **MINISTER OF MUSIC, St. James Lutheran Church**

**1315 SW Park Ave., Portland, OR 97201**

***"We share God's Inclusive and eternal love with everyone"***

### **MINISTER OF MUSIC:**

The Minister of Music leads, encourages and supports the worship of the congregation and its ministry through music. This full time, salaried position is responsible for leading and administering the entire music program. The Minister of Music will demonstrate strong organ and choral conducting skills, incorporate an awareness of Lutheran liturgical and theological traditions and exemplify strong leadership and organizational abilities.

Responsibilities include planning music for all worship services in consultation with the pastor. This includes the building, planning and nurturing of the Chancel Choir, Vesper series, Bell Choir and youth education. The Minister of Music shall support the vision, goals and annual objectives of the congregation.

### **Primary Tasks**

- Plan liturgy, hymnody, and choral music for all regular worship services, in collaboration with the pastor.
  - Plan music, rehearse and play for all worship services.
  - Submit music selections (organ, choral, instrumental) and details to the church office at the beginning of each week for preparation of service bulletins. Work with Parish Administrator in proofing the bulletin for print.
  - Rehearse the Chancel Choir weekly and before worship services.
  - Rehearse Hand Bell Choir (September-May) with goal of monthly worship participation.
  - Schedule/rehearse cantors and special music for summer services.
  - Manage the paid choral scholars and additional special musicians.
  
- Administer, plan and direct Bach Vesper series, (includes hiring instrumentalists and soloists, and handling publicity).

- Support the Jazz Vesper Ministry at St. James by being in regular communication with the Director of Jazz Vesper and attend monthly Jazz Vespers as able.
- Attend regular meetings with staff, pastor and Worship Committee, as scheduled.
- Submit annual budget for Music Ministry to Finance Committee each fall.
- Oversee maintenance of all church musical instruments which include the main sanctuary three-manual Richard Bond pipe organ, a portative organ (The Margaret B. Witschard organ) built by Bond Organ Company, plus two grand pianos.
- Maintain and order music for choral and instrumental libraries.

### **JOB REQUIREMENTS:**

- Bachelor's degree in sacred music, choral conducting/organ performance required; Master's Degree preferred.
- Knowledge of the rich heritage of Liturgical Worship.
- Proven work history of Liturgical Worship Leadership.
- Extensive experience in organ performance and choral conducting required.
- Knowledge other music genres, e.g. Jazz.
- Strong Administrative skills, including running seasonal music series, producing budgets, collaborative working relationship with church staff and choir members and musicians.
- Ability to work flexible schedule to accommodate all services and rehearsals.
- Maintain excellence in one's own musical skills through regular practices, study and continuing education.

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<https://stjamespdx.org/>**