**Minister of Music**

**Job Description - 2021**

**JOB OBJECTIVE:** To support the Pastor of Evergreen Lutheran Church and participate with the staff in providing meaningful music for all worship experiences which enhance our congregation’s spiritual life in keeping with Lutheran tradition.

**QUALIFICATIONS:**

\*Live a committed faith life, love God’s people and love the church.

\*Be grounded in Christian Theology (preferably Lutheran) so sacred songs support ELC’s Word and Sacrament Ministry.

\*Have good communication and organizational skills.

\*Possess the ability to invite and encourage others to participate in music programs.

\*Be a team worker.

\*The ability to interface with Pastor, staff, musical personnel and congregation in affirmative, constructive ways.

\*Have musical knowledge sufficient to support the musical aspects of the church.

**RESPONSIBILITIES:**

**\*Worship Planning**

\*Support the Pastor in planning for church seasons and worship services including facilitating and/or obtaining supplies needed to provide for them.

\*On a weekly basis, make sure music is planned for each service; that it fits with the lessons for the day.

\*Organize and facilitate musical recordings to support our Virtual Worship Services.

\*Support Pastor in issues, visioning, and mission.

**\*Music Planning**

\*Secure musicians for all services (Sunday, Thursday and special services) and work with them so they have the materials they need prior to services.

\*Support musical groups, i.e. Adult Choir, Glory Ringers, Bluegrass Group, SS children’s choir, by making sure they have the materials and resources they need to do their work, and schedule their participation in services and special church functions.

\*Encourage and equip soloists, small groups, and instrumentalists to participate in the music program.

\***Board of Worship and Music**

\*Be the staff liaison to the Worship and Music board.

**\*Copyright Licensing**

\*Ensure that we have the proper licenses to use music for service.

**\*Adult Choir**

\*Direct choir and facilitate weekly rehearsals, and extra rehearsals as necessary.

\*Select music for choir – liturgical and seasonal.

\*Work with organist and instrumentalists. Obtain special musicians when needed.

\*Plan and facilitate Fall choir retreat and other mini-retreats and extra rehearsals as needed during the year

\*Attend music readings, seminars, etc. that will enhance the total music program for our choirs and for the congregation.

**\*Liturgical Art**

\*Offer input for the liturgical art seasonal changes.

**\*Staff Meetings**

\*Participate in weekly staff meetings and will proof bulletin(s) before it goes to print.

**\*Communication**

\*Write a monthly Worship and Music Notes article for the Mtn. Echo or see that one is written.

**RESPOND TO**: For a conversation about the ministry of Music at ELC and this particular job description contact Pr. Vera Guebert-Steward, [Guebstewar@gmail.com](mailto:Guebstewar@gmail.com) or 303-674-4654 (office) 303 818-5270 (cell).