

JOB DESCRIPTION
DIRECTOR OF MUSIC
Zion Evangelical Lutheran Church
Enola, PA

Job Summary:

Responsible for the overall planning and leadership of the music program for the congregation, and for assisting the pastor in planning worship services.

Reports to:

Pastor

Qualifications:

1. Associate's degree or two-year program with an emphasis/major in organ and liturgy, or equivalent experience
2. Working knowledge of digital and pipe organs
3. Ability to work cooperatively with pastor, choirs, Worship & Music Committee, and Congregation Council
4. Strong communication skills, both oral and written

Duties and Responsibilities:

1. Serve as the primary organist for worship services at Zion, and be responsible for the rehearsal and performance of music for use in Sunday liturgies and all other services held at Zion.
2. Provide leadership and direction for all choirs, selecting music which is of worthy quality, appropriate level of difficulty, and seasonally appropriate for use in worship.
3. Provide support to the pastor and Worship and Music Committee in planning worship services.
4. Play for all weddings and funerals held at Zion or, in consultation with the pastor, give permission for another organist to play.
5. Attend meetings of the Worship and Music Committee.
6. Purchase music and music supplies for the various choir programs within the confines of the approved church budget. Provide budget requests to the Worship and Music Committee by September of each year.
7. Provide required information for weekly bulletins and other special bulletins to the church office as required.
8. Arrange for the proper maintenance of all musical instruments (organ, pianos, etc.).
9. Arrange for replacement musicians for worship services when unable to be present.
10. Encourage choir members to participate in ecumenical and conference worship services, and make an effort to participate himself/herself.
11. Adhere to the congregation's established policies and procedures, i.e. Wedding Policies.
12. Attend at least one continuing education/professional development program each year.

13. Perform related duties as assigned by the pastor and/or Worship and Music Committee.

Adopted by Congregation Council 6/14/04
Amended by Congregation Council 12/19/11

TERMS OF EMPLOYMENT CONTRACT
DIRECTOR OF MUSIC
Zion Evangelical Lutheran Church
Enola, PA

1. Length of Contract – The terms of this contract shall be effective from the date of signing and remaining in effect until contract is terminated.
2. Probationary Period – The first six months of employment shall be considered a probationary period. If the employee’s services are not satisfactory to the employer, employment will be terminated at the end of the probationary period.
3. Annual Salary - The annual salary of the Director of Music shall be part of the congregation’s annual budget. Paychecks will be issued on the 1st and 15th of each month.
4. Vacation - The Director of Music will receive two (2) weeks paid vacation each year. The Director of Music shall not take vacation on festivals or during the seasons of Advent and Lent. He/she is expected to provide a suitable replacement during time away. Zion Lutheran Church agrees to include budget amounts to pay supply organists at the current AGO rate.
5. Sick Leave – The Director of Music will have one (1) week of paid sick leave if he/she is unable to attend rehearsals and/or services due to illness. The Director of Music should make reasonable effort to find a replacement, and is responsible for paying a replacement for any sick days exceeding the one paid, except during the vacation period.
6. Continuing Education/Professional Development - The Director of Music shall attend at least one continuing education activity each year. Time off for such continuing education will not exceed one Sunday and/or one week per year. Zion Lutheran Church agrees to include in its annual budget the minimum amount of \$300 for the Director of Music’s Continuing Education/Professional Development. This budget amount may be used by the Director of Music for registration and travel expenses to attend conferences, institutes, or workshops, as well as for payment of professional dues in such organizations as the American Guild of Organists and the Association of Lutheran Church Musicians.
7. Responsibilities – Duties and responsibilities of the Director of Music are as outlined in a separate job description.
8. Evaluation - An annual performance evaluation will be conducted by the Worship and Music Committee and the results will be forwarded to the Congregation Council.
9. Contract Review – Any changes to the job description for the Director of Music will result in review of this contract within sixty (60) days.
10. Termination of Contract – Either party may terminate this contract with a minimum of sixty (60) days notice in writing.

Date: _____ Signature of Employee: _____

Date: _____ Signature of Council President: _____