

Trinity Lutheran Church
Position Description
Organist/Music Coordinator

Mission: The primary role of the Organist/Music Coordinator is to support the ministry and mission of Trinity Lutheran Church (“a welcoming faith community living together in God’s love to share the joy of Jesus Christ”) through the music ministry. The mission of Trinity’s music ministry is to bear witness to the Gospel through liturgy, hymns, songs, special music, choirs, instrumental groups and other music in order to enhance the spiritual growth of all who worship at Trinity.

The Organist/Music Coordinator serves to lead the congregation in the singing of the liturgy through the accompaniment of songs and hymns of the congregation and choirs. Although the performance of the Organist/Music Coordinator may inspire acclaim, the Organist/Music Coordinator's task is not to perform, but chiefly to serve. It is the spiritual building up of the congregation and the congregation's empowerment for ministry through music that is the central aim of the Organist/Music Coordinator.

The Organist/Music Coordinator position is a part-time position requiring approximately 25 hours per week including personal practice time.

Responsibilities of the Organist/Music Coordinator are:

- To attend and to provide accompaniment for each service of the congregation and for Wednesday evening choir rehearsals unless arrangements have been made for substitutes. Normal services for which the organist/pianist is needed are Sundays, mid-week services as scheduled, and Lent and Advent mid-week services. Attendance is especially important during the festivals of the church such as Christmas and Easter.
- To provide overall coordination of the music program in conjunction with the choir and bell choir directors and with Saturday evening musicians.
- To accompany small ensembles upon request of the Worship and Music Ministry.
- To have first option to play at all funerals and weddings for which the organ or piano is requested. Compensation for weddings and funerals is outlined in church policies.
- To assist with teaching the congregation an ever-increasing repertoire of music. The Organist/Music Coordinator should be culturally and ethnically inclusive in selecting music from a variety of musical traditions.
- To make arrangements for the routine repair and tuning of the organ and pianos and to work with the Worship and Music Ministry for approval and for maintaining records of additional major expenses.
- To participate with the Worship and Music Ministry in developing short and long-range plans and annual budget requirements.

- To write newsletter articles and bulletin announcements when requested by the Worship and Music Ministry for the purpose of expanding the congregation's knowledge of liturgies, hymns, seasons, etc.
- To attend worship planning meetings with the Pastor(s) and Choir Director(s) and to assist with choosing liturgical settings.
- To maintain professional competency by attending workshops and/or by other methods of professional development.
- To attend Tuesday morning staff meetings.
- To attend meetings of the Worship and Music Ministry.
- To provide 30 days' written notice in advance of resignation.

Required Skills for the Organist/Music Coordinator include:

- A broad and evangelical view of worship, helping to discern overall worship practices and strategies as well as technical musical proficiency.
- Familiarity with many various settings of the liturgy, hymns, and songs. The liturgical calendar and the liturgical year as practiced in the Lutheran Church is a guide to selecting and playing music.
- Competency in a variety of musical styles on both the organ and piano.
- The ability to accompany the choirs and special music (solo and small ensemble) of the congregation in rehearsals and worship and to work effectively with the various directors of the choirs and other musicians.
- Being able to work in collaboration with the other two congregations that share Trinity's space.

Supervisory Controls

- The Pastor, in conjunction with the Worship and Music Ministry, will provide the general framework in which the music is to be performed.
- The Organist/Music Coordinator is a part of the worship team of the congregation together with the Pastor(s), Choir Director(s), and Saturday evening musicians.
- The Organist/Music Coordinator is accountable to the Senior Pastor and to the Church Council through the Worship and Music Ministry Chair.

For more information, or to submit resumes, please contact Pastor Rick Reiten at 970.482.1226 pastorrick@trinitylutheranfc.org, or Erik Elliott, Worship and Music Chair, at 970.391.8998 moobond@gmail.com.