

Position of Music Coordinator

Job Announcement: Lutheran Church of Hope, an ELCA congregation is seeking a Music Coordinator, who would have responsibility in coordinating the music ministries and music staff of the congregation. The successful candidate will have experience in leading and being part of a team, in making decisions, and have a passion for church music of all styles. The candidate should have a bachelor of music degree or equivalent experience and have a solid understanding of Lutheran Theology in and around Worship and Music practice. A complete job description may be found on the congregation's website at www.lchope.org or by contacting the church office at (303) 466-4823. Interested applicants should submit a cover letter and resume electronically to musicsearch@lchope.org no later than Friday, December 9, 2011.

This position is designed to be an addendum to another music ministry staff position.

LUTHERAN CHURCH OF HOPE VISION STATEMENT: "Sharing and Transforming faith, hopes, and lives.

LUTHERAN CHURCH OF HOPE MISSION STATEMENT: "Lutheran Church of Hope proclaims Jesus Christ as Lord and Savior by

- ✚ worshipping together,
- ✚ making disciples of all members,
- ✚ reaching out to spread God's Word,
- ✚ and providing loving support to all."

The Lutheran Church has a strong liturgical heritage in its worship life. Music plays a key role in supporting and enhancing all Lutheran Worship. Worship centers around Word and Sacrament with complete Biblical texts offered for each day, festival, and season of the Church Year. Music in worship should center these Biblical themes within the church seasons, and with the Holy Spirit, nurture and broaden the lives of those who worship.

POSITION REPORTS TO: Pastor

POSITION RELATES TO: Worship & Music Committee

CHURCH MEMBERSHIP: Due to the nature of this position, it is encouraged that the Music Coordinator is either a member or associate member of Lutheran Church of Hope.

CONGREGATION COUNCIL RELATIONSHIP: The Congregation Council is responsible for all lay professional staff as far as terms of any agreements, contracts, covenants, salaries, and evaluations. The Music Coordinator should submit updates, reports, and requests through the Worship & Music Chair or the Pastor.

BACKGROUND CHECK: The Music Coordinator candidate must pass a background check and be finger printed prior to the start of employment at LCH. The church office has information.

Duties and Responsibilities:

1. Participate in the planning of worship and other musical activities in the congregation.
2. Schedule all choirs and ensembles participating in worship.
3. Make available new resources and ideas to music program participants.
4. Attend monthly Worship & Music Committee meetings and work with the Worship & Music Committee or other congregational committees for short and long-term planning.
5. Determine and submit, in coordination with the Worship & Music Chairperson, the annual budget requirements for the music program and administrate the expenditures of the approved budget.
6. Oversee the maintenance of the music library and supervise the maintenance of all church-owned instruments (organ, piano, keyboards, instruments, handbells, etc.)
7. Participate with the church staff, the Pastor, and other leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed upon with the Pastor.
8. Maintain professional competency by attending continuing education opportunities, teaching workshops or seminars, and reading professional journals.
9. Arrange for and schedule appropriate music for worship during June, July, and August and as needed throughout the church year.
10. Work with the Pastor and organist to choose hymns for worship services.
11. Facilitate, along with the Pastor, seasonal worship music planning in coordination with all music staff.
12. Meet with music staff on a regularly established basis (ex: 1 meeting per week).
13. Reports to the Pastor of the Congregation and sits on the Worship & Music Committee, representing all music staff.
14. Participate in annual review and goal setting for this position.

Skills and Qualifications:

1. Bachelor's degree in music, church music, or other related degree or equivalent experience.
2. Demonstrated knowledge of Lutheran theology and/or liturgical practice, and use of music in worship.
3. Ability to work well with others and participate collegially with staff members, the Pastor, and congregational leaders.

Salary:

1. \$1200 (\$100 per month) 12-month contract subject to initial review after six months. Position will be paid monthly on the last day of the month over 12 months.