

**FIRST LUTHERAN CHURCH, Vancouver, B.C.**  
**JOB DESCRIPTION: MINISTER OF MUSIC**

**ROLE:** In conjunction with the Pastor, the Minister of Music helps coordinate the music program for congregational worship at First Lutheran Church. The Minister of Music is responsible for providing leadership in planning, organizing and reviewing congregational music as well as overseeing music-related resources.

**KEY FUNCTIONS:**

The Minister of Music will:

1. Plan, organize and lead music for worship in conjunction with the pastor and the Worship & Music Committee.
2. Introduce new resources to the Committee, musicians and the congregation.
3. Help select music for all worship services in conjunction with the pastor
4. Provide music for congregational worship services.
5. Assess, in conjunction with the pastor, recruit appropriate people for musical roles and encourage those musically talented to share their gifts with the congregation.
6. Train new cantors, musicians, and others leading music in worship.
7. Schedule cantors and musicians for services as needed.
8. Find replacement musicians for worship when the Minister of Music is on vacation.
9. Rehearse and accompany instrumentalists and vocalists.
10. Communicate in a timely way with church staff to convey information for the bulletin and other congregational purposes.
11. Purchase all music and music supplies according to the budget allotted. Make recommendations to Council for purchase of major music items.
12. Supervise maintenance and tuning of all instruments including organ, piano and hand instruments.
13. Be willing to provide music as available for wedding and funerals/memorial services (right of first refusal – reimbursement from families involved).
14. Develop and maintain an inventory of current, relevant music resources.
15. Maintain effective collegial relationships with others in congregation.
16. Contribute to building positive connections with churches, church bodies and community groups or agencies.
17. Keep music program records; perform administrative and other relevant music-related duties including securing print and broadcast rights.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of liturgical practice and use of music in worship.
- Competency with organ, piano and other musical instruments used in worship.
- Choral experience desirable but not required.
- Strong communication skills, both verbal and written.
- Organizational skills and ongoing program coordination.
- Critical thinking and analytical skills.
- Collaboration and team skills.
- Resourcefulness, adaptability, and flexibility.
- Knowledge of congregational ministry.
- Respect for, and openness to, the theology espoused by First Lutheran Church.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in music, church music or equivalent combination of education and experience.
- Experience in managing church and volunteer musicians.

## **COMPENSATION**

Dependant on qualifications and experience (RCCO Tables of Recommended Salaries) based on at least 6 hours per week.