

Organist & Music Coordinator  
Job Description and Responsibilities  
Emanuel Lutheran Church

The Organist & Music Coordinator shall fulfill the following duties and responsibilities:

1. Demonstrate knowledge of Lutheran theology, liturgical practice, and use of music in worship.
2. Demonstrate ability to work well with others and participate collegially with staff members, Pastors, and congregational leaders.
3. Possess a working knowledge of varying music and worship styles, both traditional and current trends.
4. Experience and competency in organization of choral groups of all ages.
5. In consultation with the Pastor and the Doctrine & Worship Board will assist in planning worship; with the Pastor having the final determination regarding all theological matters.
6. Make available new resources and ideas to program participants.
7. Attend regular board meetings of the Doctrine & Worship Board and as needed other congregational committees and other long-range planning.
8. Participate with other staff in congregational activities as needed.
9. Provide information to the church secretary as to items/materials to be placed in the bulletin and newsletter.
10. Demonstrate skill and competency at the keyboard, particularly the organ and piano, and a working knowledge of other instruments.
11. Coordinate the music program of the church.
  - A.) Direction of the adult choir
  - B.) Coordination, assistance and provision of resources for other musical groups of all ages, instrumentalists, soloists and encourage their participation
  - C.) Consult with the Pastor
12. Maintain professional competency by practicing, performing, attending continued education seminars.
13. Continually evaluate the music and worship programs.

14. Coordinate routine maintenance for the organ and pianos with the Properties Board.
15. Provide accompaniment for worship services, choir rehearsals, special services, and ensembles.
16. Provide organ music for all weddings and funerals held at the church, consulting with the wedding couples or families if requested. For these services the organist will receive an additional fee as specified in the church policy. The services of another organist may be used with the permission of the Doctrine & Worship Board.
17. Manage licensures and information required for submission to maintain licenses.
18. Partner with other churches in the community for joint community worship services.
19. Have general computer skills and knowledge in Excel, Microsoft Word/Office, email or their equivalent.
20. Other responsibilities as directed by the Pastor and/or the Doctrine & Worship Board.
21. Grounds for dismissal will include conduct unbecoming a Christian leader or as outlined in the Constitution of Emanuel Lutheran Church regarding church discipline; or inability to meet job description expectations/responsibilities.
22. Be permitted to use the church organ for private teaching of individual members of Emanuel. Scheduling may be arranged through the church office and should not conflict with congregational activities. This time shall be considered part of the thirty hour work week ( the thirty hour work week is negotiable) and is to be free of charge to members.
23. Be provided with a church office and computer.
24. Assist the Doctrine & Worship Board in finding a substitute when necessary.