

## **CHURCH ORGANIST/CHOIR DIRECTOR**

Swamp Evangelical Lutheran Church, Reinholds, PA  
275 Swamp Church Rd, Reinholds, PA 17569

**Requirements:** Child Abuse Clearance, FBI Fingerprint Clearance, PSP Criminal History Clearance and other applicable background checks.

### **Purpose:**

By participating on the staff Ministry Team at Swamp Evangelical Lutheran Church, the Church Organist/Choir Director will assist the Church in fulfilling the Great Commission by serving as the Church's primary Organist and Choir Director.

### **General Characteristics and Expectations:**

- Demonstrated relevant experience
- Relevant education and training as required to fulfill the duties of the position
- A demonstrated ability to relate to all ages
- Professional competence and a commitment to excellence
- A willingness to work within guidelines, policies, procedures and the budget of the church
- A commitment to character traits expected of church staff members, such as punctuality, humility, integrity, honesty, flexibility, and confidentiality.
- Character traits needed to work with the public, the staff, and the congregation, such as patience, kindness, and gentleness
- A willingness to work closely with the Pastor, church leaders, and the staff Ministry Team to carry out the goals and vision of Swamp Lutheran Church.

### **Primary responsibility:**

The Church Organist/Choir Director serves as the primary organist/pianist and choir director for the congregation's worship services and rehearsals.

### **Expected Proficiencies:**

- Appropriate competency at the piano and organ to lead congregation with clear registration and appropriate pacing
- Familiarity with a variety of musical styles, including traditional, contemporary and multicultural repertoire
- Ability to generate enthusiasm
- Communication, organizational and administrative skills, including budget management and copyright compliance
- Ability to work harmoniously with volunteer musicians of all ages, staff, worship committee and the congregation

### **Duties:**

- Work with the Assistant Organist to select appropriate prelude, offertory and postlude selections and hymns for all services and submit to the Church Administrative Assistant in a timely manner for bulletin preparation
- In consultation with the Worship Committee, Pastor and Assistant Organist, recommend Liturgical Settings for services during the church year

- Play for all services during the church year including: Christmas Eve, Ash Wednesday, Maundy Thursday, Lent, Good Friday, Easter Dawn , Easter and Thanksgiving (working with the Assistant organist as needed)
- Select appropriate music for all choirs
- Conduct rehearsals to prepare choir music – choir rehearsals are held September thru early June (or Holy Trinity Sunday)
- Senior Choir rehearsals time – Wednesday evenings 7:00-8:00 (approximately), Youth Choir at the director's discretion
- Prepare the music needed by the guitar players or instrumentalist for the services
- Recruit instrumentalist as needed to accompany choirs and/or services
- Recruit congregation members to sing in the Senior and Youth Choirs
- Consult with the Bell Choir Director to co-ordinate Choirs and Bell Choir schedules
- Coordinate the changing of the hymn boards for services
- Play for Sunday School opening as requested by Learning committee
- Assist in the coordination of the Afternoon/Night of music held in December
- As schedule permits, play for weddings and funerals (compensation by others)
- In conjunction with the Assistant Organist arrange for substitute organists when on vacation or unable to attend funerals.
- Purchase music as needed but not to exceed budgeted amount approved by Church Council

**Work Schedule:** Weekly worship service (3 hours), weekly choir practice (1 hour) and 3-4 hours weekly for planning as needed.

**Compensation:** Set by Church Council and paid monthly via direct deposit.

**Evaluations:** Yearly (usually in September) by Pastor, Personnel Committee, and Council President.

**Inclement Weather or Sickness:** In the event weather or sudden sickness prevents your attendance at scheduled services or special services, you are to notify the Church Council President, Pastor or Administrative Assistant as soon as possible. The Organist/Choir Director will be placed on the inclement weather notification list.

**Vacation:** 5 Sundays. Advance notice is to be given to the Pastor and Administrative Assistant. Deductions for absences from worship services beyond entitled vacation days will be assessed by Church Council.

**Benefits:** No health care or 403b retirement plan is available.

**Resignation:** If resigning as Church Organist/Choir Director, four (4) weeks advance notice shall be given to the Pastor, Church Council and Personnel Committee Chairman.

### **Church information:**

The immediate supervisor will be the Pastor

The Swamp Evangelical Lutheran Church is affiliated with the Lower Susquehanna Synod, Evangelical Lutheran Church in America.

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Please send all resumes to [secretary@swamplutheran.org](mailto:secretary@swamplutheran.org)

If you have any questions, please reach out the Church Office at 717-336-2849