



Job Description: Music Director

The CLS Music Director will be responsible for ensuring a vibrant and well-coordinated musical component for worship services and special events throughout the year. This includes providing skilled guest musicians, managing logistics, and collaborating with the Pastor to align music with liturgical themes and congregational needs.

I. Sunday Worship Services

The Music Director will secure and coordinate guest musicians for approximately 30 to 40 Sunday worship services annually. Key duties include:

A. Music

1. Play both piano and organ at regular Sunday services.
2. Play canticles at regular Sunday services; special services will be subject to the order of service designed by the Pastor.
3. Conduct and rehearse with the Psalm Choir once a month.
4. Plan the hymns and special music.

B. Guest Musicians

1. Identify and hire musicians to enhance the worship experience.
2. Coordinate with musicians to ensure they are well-prepared for each service.
3. Provide accompaniment for guest musicians, if needed.
4. Submit music details and performer names to the Administrator via the Google Doc. no later than the Tuesday before each service.
5. Coordinate payment for guest musicians with the Church Administrator.
6. Be present on Sunday mornings to welcome and support performers and to manage music logistics in collaboration with the Pastor.
7. The Pastor may bring in guest musicians when they are required to fulfill the needs of the service.

C. Staff Responsibilities

1. Report directly to the Pastor.
2. Attend staff meetings to coordinate plans and maintain open communication with the Pastor and Worship Committee (Elders).
3. Participate in Worship/Music Committee meetings as needed.
4. Communicate music for worship with the Church Administrator for bulletin.

II. Special Worship Services

1. The Music Director will provide musicians for special worship services (e.g., Christmas Eve, Maundy Thursday, Easter) as identified by the Pastor. Duties are the same as outlined for Sunday worship services.

III. Compensation:

This is a Salaried, part-time position.

1. **Type:** Salaried part-time position.
2. **Pay:** Pay is based on experience.
3. **Benefits:** This position is **not** eligible for a benefits package, including and not limited to: health insurance, retirement plans, paid vacation, tuition reimbursement, unemployment, paid overtime, sick leave, life insurance, paid leave or any legally required statutory benefit.
4. This position is eligible for reimbursement of approved Professional Services certifications and memberships that are directly related to the music ministry of the church.
 - a. Expenditures for professional services, fees, and equipment must be approved prior to the purchase.

To ensure alignment with organizational goals and expectations, the Music Director's salary and hours are subject to review and adjustments at the time of an annual review held in October of each year.

IV. Collaborative Responsibilities

To ensure the success of the music program, the Music Contractor will:

1. Foster strong working relationships with guest musicians, staff, and volunteers to support the overall mission of CLS.
2. Schedule maintenance for Steinway Grand piano in the church, baby grand piano in the church house and Wissinger (Tracker) organ.