

JOB DESCRIPTION

Good Shepherd Evangelical Lutheran Church



JOB TITLE Bell Choir Director	SCHEDULE
SUPERVISED BY PASTOR	SUPERVISES BELL CHOIR AND CHIMES
REPORTS INTERNALLY TO WORSHIP AND MUSIC COMMITTEE	NOTIFIES OF ABSENCES AND SUBSTITUTE COVERAGE PASTOR, SECRETARY, CONGREGATIONAL COUNCIL LIAISON TO WORSHIP AND MUSIC COMMITTEE
COORDINATES WITH PASTOR, WORSHIP AND MUSIC COMMITTEE, ORGANIST, SECRETARY, GUEST MUSICIANS, PERSONNEL COMMITTEE	NOTIFY IF CONCERNS OR QUESTIONS MEMBER OF WORSHIP AND MUSIC COMMITTEE OR PASTOR
LAST REVISED NOVEMBER 2021	

JOB SUMMARY	General purpose of this position
To develop and lead the worship music ministry for Good Shepherd Evangelical Lutheran Church, in consultation with the Pastor and Worship and Music Committee, in a way that is consistent with our mission and theology.	

ESSENTIAL DUTIES & RESPONSIBILITIES	Primary duties performed, either unassisted or with reasonable accommodation. Not meant to be an all-inclusive list nor prevent other duties from being assigned as necessary.
<ul style="list-style-type: none"> • Recruiting, training, supervising, and directing bell choirs for regular and special services • Selects music; learning and reviewing; developing musical interpretation • Examines new music, selecting materials with suitable texts and appropriate music • Arranging or composing music for particular requirements of the choir or service • Conducts rehearsals; teaches choir(s) and congregation; provides theological interpretation of music that enhances its effect • Rehearses choirs before services • Prepares, learning arrangements or working with rehearsal accompanist and applicable instrumentalists • Coaches and trains choir and any soloists • Ensures that pastoral care for the music ministry is provided as needed • Supervision over sorting, stamping, and filling music; maintaining music library; keeps attendance records; maintains accoutrements; prepares for rehearsals • Writes publicity material • Listen to recordings and attend concerts to learn new music • Pursues additional training, academic credit; private study of conducting, conducting techniques, training, and related skills • Attends meetings, conferences, and conventions of professional organizations • Arranges for substitutes during times of absence 	

KNOWLEDGE, SKILLS & ABILITIES	Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform duties of this position
<ul style="list-style-type: none"> • Bachelor's degree in Music with five years of experience playing the organ in church related setting, or equivalent level of combined education and experience preferred • Knowledge of Lutheran liturgy and music • Has a working understanding of scripture and Lutheran Lectionary • Previous music director experience in a church setting preferred • Ability to effectively lead and teach people of different backgrounds and musical skill levels, from novice to professional • Ability to organize and implement effective music ministry programs 	

- Knowledge of copyright laws
- Excellent communication skills

WORKING CONDITIONS & PHYSICAL DEMANDS

Typical working conditions associated with this type of work and environmental hazards, if any. The physical effort generally associated with this position

GENERAL – Work is normally performed in a climate controlled building where exposure to conditions of extreme temperature, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of musical instruments and office equipment. No known environmental hazards are encountered in normal performance of job duties.

PHYSICAL DEMANDS – While performing the duties of this job, the individual is frequently required to sit, stand, see, hear, use a keyboard and speak. The individual is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Some lifting and carrying of music, binders and instruments is also required.

The above description is a broad overview of this position and not all duties may be clearly pre-defined. This job description is in no way considered a contract of employment or an altering of the employment at-will relationship.