

Holy Trinity Lutheran Church

240 Lincoln Avenue

Rockville Centre, NY 11570

**Job Description – Music Director**

- Organ/piano skills
- Play hymns and liturgical music at weekly worship and all church holidays
- Plan for and provide choral and instrumental music for weekly worship and other celebrations at Holy Trinity
- Recruit for and build up adult and children's choir
- Lead weekly choir rehearsals
- Work collaboratively with choir and other musicians
- Lead choir and music for all Worship services, major church holidays and feasts
- Recruit for and direct a handbell choir that performs for special occasions
- Work to recruit and assist in a worship band
- Work together with HT Pastor to plan all music for weekly worship and celebrations
- Arrange for outside vocalists and musicians for holidays and when deemed necessary by the pastor
- Arrange for bi-annual tuning and any needed repairs of piano and organ, including routine maintenance as needed
- Monitor and administer the music budget
- Prepare a report for the annual meeting
- Follow all music copyright practices
- Attend scheduled worship committee meetings and other meetings deemed necessary by the pastor
- Play at weddings and funerals when available
- Schedule daily music roll to play at certain times of day
- Other responsibilities as required by the pastor or congregational council

**Reports to:** Holy Trinity Lutheran Church Pastor

**Weekly Worship times:** Sundays 10 am from Sept. – June

Sundays 9 am for July & August

(subject to change)

**Salary:** Commensurate with experience

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pastor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Council President Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_