

Co-Pastors

The Rev. Christian G. N. Holleck
The Rev. Tiffany Nicely Holleck



Ministry Administrator
Susan M. Kiehnau

Minister of Music
position available

Operations Administrator
Ann German

St. Peter's Lutheran Church

The Evangelical Lutheran Church in America

February 26, 2023

Minister of Music Position available at St. Peter's Lutheran Church of Cape Cod

A strong candidate will have a music degree, play organ and piano and conduct the choir and the bell choir. Familiarity and appreciation for liturgical worship and hymn singing is important. Looking for someone who loves God, people, and music; who values both tradition and creativity. We will be installing a 30 year old 19 rank Southfield Pipe Organ in early 2024.

A strong candidate will:

- Have knowledge of liturgy
- Be skillful on the organ and piano
- Be able to improvise and provide transitional music
- Have experience with church music and anthems
- Play at designated special services
- Have experience directing vocal and bell choirs
- Have strong communications skills
- Have a music degree in either organ or music

All employees of St. Peter's must have a CORI check.

This job averages 20 hours/week.

The salary is \$30,000/year.

Apply by sending a cover letter, resume and references to:

The Minister of Music Search Committee

St. Peter's Lutheran Church

310 Route 137

Harwich, MA 02645

Or by email at PastorChristian@StPetersCapeCod.org



310 Route 137, Harwich, MA 02645
Office@StPetersCapeCod.org

Phone: (508) 432-5172 FAX: (508) 432-5125
<http://StPetersLutheranCapeCod.org>

Job Description
MINISTER OF MUSIC
St. Peter's Lutheran Church of Cape Cod

The Minister of Music position is a ministry of the mission of St. Peter's Lutheran Church. The Minister of Music performs as an organist, pianist, and choir and bell choir director. The Minister of Music position is a salaried church staff position that reports to the Pastor(s). The position involves planning and coordinating all aspects of music with the Pastor(s), the choirs and the Worship Team for an average of 20 hours/week.

The Minister of Music shall be responsible for the following:

- A.** *Preparation of music for Sunday worship and special services (see reverse)*
 - 1. Hymns, Choral Anthems, organ and piano music (Prelude, Offering, Postlude) and liturgical music
 - 2. Sanctuary Choir, weekly
 - 3. Cantors when needed
 - 4. Handbell Choir, weekly
 - 5. Soloists and substitute organists

- B.** *Organize and direct all choirs, soloists and rehearsals*
 - 1. Weekly rehearsals
 - 2. Sunday warm-ups before worship services

- C.** *Perform administrative responsibilities*
 - 1. Collaborate with the Pastor(s) to plan worship services including liturgy and hymn selection
 - a. Sunday morning services
 - b. Special services
 - c. The format for each season of the church year
 - 2. Provide the Ministry Administrator music information, including copyrights, for the bulletins
 - 3. Attend Worship Team meetings
 - 4. Attend weekly staff meetings as needed
 - 5. Prepare annual budget for the music ministry
 - a. Sheet music, instruments, music stands
 - b. Robes and supplies
 - c. Soloists and substitutes
 - d. Copyrights and podcast licenses
 - 6. Supervise organization and management of musical and choral resources
 - 7. Coordinate care and maintenance of organ, pianos and handbells
 - 8. Have awareness of the audio portion of the audio-visual system including the mixer and its use for in person and livestream worship.

- D.** *Coordinate and oversee musical outreach and publicity*
 - 1. Participate in the plans for the new pipe organ arriving 2024
 - 2. Encourage other musicians in the congregation to use their gifts for the glory of God in worship services.

- E.** *Perform other responsibilities with additional compensation*
 - 1. Coordinate musicians and music for funeral/memorial services
 - 2. Coordinate musicians and music for wedding services

Choirs participate at worship services Labor Day through early June (Pentecost or Holy Trinity).

The Minister of Music is responsible for the following special services currently being held at St. Peter's:

Ash Wednesday (noon and 7:00 pm)

midweek Lenten services (Wednesdays at 12 noon)

Maundy Thursday (noon and 7:00 pm)

Good Friday (7:00 pm)

Easter Vigil (Saturday evening)

Longest Night (Dec. 21, 7:00 pm)

Christmas Eve services (4:00 and 10:00 pm)

Christmas morning (9:30 am)

Occasional services with additional compensation:

funerals

weddings, include a rehearsal and a meeting with the couple

Other musical services offered but not necessarily played by the Minister of Music:

Wednesday evenings in July and August (6:00 pm)

Nursing Home services:

The Victorian, Chatham 1st Wednesday of the month at 11:00 am

Pleasant Bay, Brewster 1st Thursday of the month at 2:00 pm

Approved by Council _____, 2023