

St. Paul Evangelical Lutheran Church  
108 Dutch Hill Road, Latrobe, Pa. 15650  
Phone: 724-423-2590 e-mail: [splchurch@wpa.net](mailto:splchurch@wpa.net)

### Job Description

TITLE: Organist/Music Director

REPORTS TO: Worship & Music committee

QUALIFICATIONS: Proficient in piano/organ  
Knowledge of conducting skills  
Good understanding of Lutheran liturgy or  
willingness to learn  
Strong, demonstrated interpersonal and  
organizational skills

#### PRIMARY DUTIES:

1. Provide the musical accompaniment of the liturgy of the scheduled Sunday service.
2. Provide attendant music for any additional special services which the Pastor and Church Council requests; for example; Christmas Eve, Ash Wednesday, Lenten mid-week, Good Friday, etc.
3. Be responsible for rehearsing and directing the choir(s) of the congregation for their participation in the Sunday service and any additional special services that are established, and select all choral anthems to be sung by the choir(s). Rehearsals shall be scheduled as needed.
4. Encourage individuals to join the choir(s).
5. Encourage members to use their musical talents.
6. Select music which is of sacred quality and seasonally appropriate for use in the liturgical service, with input from both the Worship and Music committee and Pastor.

7. Cooperate with the Pastor and the Worship and Music committee in providing programs for teaching the music of the liturgy and hymns to the congregation at large.
8. Submit to the church office titles of anthems and other desired information for inclusion in the service bulletin no later than Thursday morning each week.
9. Purchase choral music and suitable organ music for service use; such music shall remain the property of the church and should be within the guidelines of the church budget. The expenditures shall not exceed the amount which is provided for this use in the church budget without permission from Church council. A quarterly statement may be provided to assist the Music Director with balance remaining in the music budget.
10. Be an ex-officio member of the Worship & Music Committee and the Mutual Ministry Committee and attend meetings of both committees.
11. Supervise the maintenance of the pianos and organ equipment.
12. Refer to guidelines for weddings and funerals.