

Job Posting
Minister of Music
St. Andrew Lutheran Church, Beaverton, OR

Reports to: Lead Pastor
Directly Supervises: Assistant Minister of Music
Hours: 30-35 hours per week (Full Time)
FLSA: Non-exempt
Compensation: \$24-28/hour, with benefits

Job Summary

The Minister of Music will lead the church's music ministry in facilitating spiritual growth through enlivening worship and deepening community. The Minister of Music will direct and expand a music program that honors the 5 core values of the congregation (God care, earth care, community care, neighbor care, and self care) and aligns with the vision of the Lead Pastor and Council, in service of the mission of St Andrew (see standrewlutheran.com).

Essential Functions:

- Cultivate and conduct a robust volunteer music program spanning a broad range of styles that aligns with the progressive theology of the congregation. This includes selecting music, scheduling, leading rehearsals, and conducting during worship. The music program shall include: choral program (choir and vocal ensembles), bell choir, other instrumental ensembles (modern and traditional), and special music.
- Develop the music ministry program through recruiting, nurturing, and coaching volunteers.
- Develop the musicality of the congregation and expand its repertoire to include a variety of styles of music. Lead congregational song using a variety of accompaniments, such as piano, organ, guitar, instrumental ensembles, a cappella, paperless singing, etc.
- Provide or coordinate coverage for all organ and piano playing that is needed for worship services, including hymn accompaniments and musical settings of the liturgy. Prepare and perform preludes, postludes, and special music appropriate for worship.
- Collaborate with the Lead Pastor and Worship Planning Team to plan, prepare, and execute weekly worship services as well as special services throughout the year (see Current Schedule of Services below). Communicate appropriately with the church office about music selections and other items needed for the bulletins.
- Hire and oversee professional musicians as appropriate.

Other Responsibilities:

- Develop the job description and oversee the hiring of an Assistant Minister of Music in coordination with the Lead Pastor.
- Provide appropriate supervision to the Assistant Minister of Music.
- Participate in Music Ministry budget planning and manage the Music Ministry budget line items and designated funds.
- Attend Worship Planning Meetings, Staff Meetings, and supervision meetings (see Current Schedule of Meetings & Rehearsals below).

- Maintain and oversee the music library, attending to the rehearsal folders in a timely fashion.
- Assure that copyrights are honored and St. Andrew's obligations met with respect to music copyrights.
- Collaborate with the technology crew to ensure that adequate amplification of music is offered.
- Schedule regular maintenance and special repair of all church-owned instruments.
- Serve on the decision-making committee for the St. Andrew Foundation Organ Scholarship.

Minimum Qualifications:

- Undergraduate or master's degree in music or equivalent experience
- Proficiency in piano and organ
- Competency in choral and instrumental conducting
- Experience with multiple worship styles from traditional to modern
- Experience working with volunteers
- Knowledge of the voice and musical interpretation
- Strong leadership, teaching, and organizational skills
- Proficiency in planning and leading liturgical worship services
- Competency in a music notation program (Sibelius, MuseScore, Dorico, etc.)
- Familiarity with sound systems and technology needed for musicians
- Familiarity with copyright laws for music in worship and online streaming
- Commitment to the core mission and values of St. Andrew Lutheran Church

Physical Requirements:

- Able to commute to the church buildings and other event locations
- Able to speak in a public forum
- Able to move freely in and out of different event/program settings (church, businesses)

Core Competencies:

- **Musicianship:** Consistently plays and conducts with high level of skill and musicality; effectively leads congregational singing; uses their own singing voice proficiently to teach and lead; selects repertoire that thematically and artistically enhances worship; selects repertoire at an appropriate skill level for the vocal choir, bell choir, and other musicians; utilizes effective rehearsal techniques.
- **Teaching:** Skillfully incorporates musical education into rehearsals; coaches and inspires volunteers to grow as musicians; equips the congregation to embrace new styles of music and congregational song through education and encouragement.
- **Worship Planning:** Assists with designing and facilitating relevant and inspiring worship services; combines elements of theology, music, and art to promote experiences of the sacred; crafts worship that flows and reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.
- **Interpersonal Skills:** Establishes healthy working relationships with the Lead Pastor, other staff, congregation members, and community partners; practices direct, honest, and transparent communication; intentionally works through conflict; is approachable; uses diplomacy and tact.

- **Professionalism:** Speaks respectfully of others; avoids communication triangles; honors confidentiality; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; expresses concerns and frustrations directly and respectfully; supports the authority of the Church Council and Lead Pastor; supports the success of other staff members; openly accepts feedback and critique; honors professional boundaries.
- **Administration:** Skillfully administers the church's music program, keeps the music library organized, engages in short- and long-term planning, communicates necessary details to volunteers and staff, responds to communications within an appropriate time frame, keeps necessary financial records, writes articles for church publications, offers appropriate oversight to the Assistant Minister of Music and hired musicians.

Current Schedule of Services

(changes are at the discretion of the Council or Worship Planning Team)

Weekly Services:

- Sundays at 9:30 am

Additional Seasonal Services:

- Ash Wednesday at 12 pm and 7 pm
- Wednesday evenings in Lent at 7 pm
- Maundy Thursday at 7 pm
- Good Friday at 8 pm
- Easter Sunday at 9:30 am
- Monthly Summer Services in the Sanctuary of the Firs (outdoor sanctuary on the church grounds): Sundays at 9:30 am (concurrent with indoor service)
- Wednesday evenings in Advent at 7 pm
- Christmas Eve at 4 pm and 9 pm

Other Services:

- Funerals as scheduled; extra compensation
- Weddings as scheduled; extra compensation

Current Schedule of Meetings & Rehearsals

Worship Planning Meetings: First and Third Tuesdays at 10 am-12 pm

Vocal Choir Rehearsal: Wednesdays at 7-8 pm

Bell Choir Rehearsal: Wednesdays at 6-7 pm

Staff Meetings: Thursdays at 1-2:30 pm

Supervision Meetings with Lead Pastor: weekly; schedule with Lead Pastor

Supervision Meetings with Assistant Music Minister: schedule together

Application Process

To apply, please email your resume and cover letter to pastorallison@standrewlutheran.com by May 1, 2025. Cover letter should include what you would bring to this position, how you see yourself fitting in with the core values of St. Andrew, and your philosophy for facilitating spiritual growth through music. Audio and/or video samples of your work are appreciated, but not required.