

Musician Position Descriptions

Director of Adult Choirs

Holy Trinity Lutheran Church, a congregation of the Evangelical Lutheran Church in America (ELCA) is a vibrant, growing, urban faith community in the Longfellow neighborhood of South Minneapolis. We are nurtured for our life and ministry together through participatory worship, a strong music program, prophetic preaching, and varied educational and relational opportunities. We welcome, with no exception, all people to the full life of this community of faith. While we are firmly rooted in Lutheran liturgical traditions, we strive to honor a variety of artistic and musical traditions in our worship services.

Our regular music ensembles include a 25-35 member adult choir that helps lead worship at the 11:00 service and occasionally at the 8:45 service; a smaller Trinity Singers choral group that sings monthly at the 8:45 service; a children's choir; two smaller youth choirs; and a hand bell choir. We also frequently include guest musicians. Our worship space contains a 22-rank Casavant organ and a 6'3" Baldwin grand piano.

Position Summary:

This is a 3/8-time (15 hours per week) position that will function as part of a team of musicians, pastors, and lay people responsible for Holy Trinity's music program. The Director of Adult Choirs will be responsible for the adult choir and the Trinity Singers. The adult choir rehearses on Wednesday evenings during the academic year. The Trinity Singers rehearse two Wednesday evenings per month during the academic year. The choirs do not rehearse during June, July and August, but the adult choir sings at the 11:00 a.m. service once each month during the summer. The choir also sings at selected other special services (e.g., Thanksgiving, Ash Wednesday, and Good Friday.)

Responsibilities

1. Direct adult choir, rehearsing weekly during the academic year.
2. Direct Trinity Singers, rehearsing every other week during the academic year.
3. Select anthems to prepare with choirs.
4. Participate in seasonal worship planning, including worship planning retreats with pastors and musicians in June, September, January, and April.
5. Participate in monthly worship staff meetings to review and plan for worship.
6. Prepare choir to help lead congregational singing, including choral hymn embellishments at least once per month.
7. Recruit and orient new members for the choral groups.
8. Participate in decisions concerning the use of instruments, with special focus on those times when instruments are used with choral music.
9. Purchase choral music on a regular basis and manage the music library, in consultation with other staff musicians.
10. Coordinate robes and folders for members of choirs, perhaps working with a choir member.

11. Act as an educational resource for the congregation (e.g., occasional newsletter articles and adult forums).
12. Participate in quarterly supervisory check-ins.
13. Other tasks as assigned.

Skills and Qualifications:

- a. Degree in choral conducting or sacred music preferred.
- b. Experience in choral conducting.
- c. Appreciation for the choir's role in an integrated worship experience.
- d. Strong commitment to the Christian faith and to the mission of Holy Trinity Lutheran Church.
- e. Knowledge and experience with Lutheran music and worship traditions and an openness to a variety of spiritual expressions and understandings.
- f. Familiarity with a broad repertoire of sacred choral music.
- g. Ability and willingness to work in a collaborative environment for worship design.
- h. Ability to lead joyful, organized choir rehearsals.
- i. Willingness to learn, adapt, explore.
- j. Creativity.
- k. Ability to meet deadlines (e.g., anthem titles, bulletin information).
- l. Self-motivated.
- m. Effective interpersonal and written communication skills.

Reporting Relationship:

The Director of Adult Choirs reports to the Lead Pastor and will also work closely with the Associate Pastor and other music staff. As a member of the staff, this person will work collaboratively with other staff members, the church council, and the congregation.

Compensation:

- 3/8-time salary commensurate with Twin Cities AGO standards.
- Continuing Education: \$300/year.

Organist/Pianist

Holy Trinity Lutheran Church, a congregation of the Evangelical Lutheran Church in America (ELCA) is a vibrant, growing, urban faith community in the Longfellow neighborhood of South Minneapolis. We are nurtured for our life and ministry together through participatory worship, a strong music program, prophetic preaching, and varied educational and relational opportunities. We welcome, with no exception, all people to the full life of this community of faith. While we are firmly rooted in Lutheran liturgical traditions, we strive to honor a variety of artistic and musical traditions in our worship services.

Our regular music ensembles include a 25-35 member adult choir that helps lead worship at the 11:00 service and occasionally at the 8:45 service; a smaller Trinity Singers choral group that sings monthly at the 8:45 service; a children's choir; two smaller youth choirs; and a hand bell choir. We also frequently include guest musicians. Our worship space contains a 22-rank Casavant organ and a 6'3" Baldwin grand piano.

Position Summary:

This is a ½-time (20 hours per week) position that will function as part of a team of musicians, pastors, and lay people responsible for Holy Trinity's music program. Along with leading worship services, the Organist/Pianist will accompany the adult choir and the Trinity Singers. The adult choir rehearses on Wednesday evenings during the academic year. The Trinity Singers rehearse two Wednesday evenings per month during the academic year. The choirs do not rehearse during June, July and August, but the adult choir sings at the 11:00 a.m. service once each month during the summer. The choir also sings at selected other special services (e.g., Thanksgiving, Ash Wednesday, and Good Friday.)

Responsibilities

1. Play organ/piano for all regularly scheduled Sunday services, Wednesday services, and special services.
2. Participate in seasonal worship planning, including worship planning retreats with pastors and musicians in June, September, January, and April.
3. Participate in monthly worship staff meetings to review and plan for worship.
4. Assist pastors in hymn selection.
5. Select and prepare Psalm setting each Sunday.
6. Accompany rehearsals of the adult choir and Trinity Singers.
7. Provide music as requested for occasional events and services, including weddings and funerals, or make arrangements for a substitute.
8. Oversee organ and piano maintenance, in consultation with church administrator.
9. Schedule and prepare vocalists and instrumentalists.
10. Make hymn titles and other bulletin information available.
11. Act as an educational resource for the congregation (e.g., occasional newsletter articles and adult forums).
12. Participate in quarterly supervisory check-ins.
13. Other tasks as assigned.

Skills and Qualifications:

- a. Degree in organ performance or sacred music preferred.
- b. Experience in worship leadership with sensitivity to corporate singing.
- c. Strong commitment to the Christian faith and the mission of Holy Trinity Lutheran Church.
- d. Knowledge and experience with Lutheran music and worship traditions and an openness to a variety of spiritual expressions and understandings.
- e. Ability and willingness to work in a collaborative environment for worship design.
- f. Software skills (e.g., Word and Finale).
- g. Willingness to learn, adapt, explore.
- h. Creativity.
- i. Effective interpersonal and written communication skills.
- j. Ability to meet deadlines (e.g., bulletin information).
- k. Self-motivated.

Reporting Relationship:

The Organist/Pianist reports to the Lead Pastor and will also work closely with the Associate Pastor and other musicians. As a member of the staff, this person will work collaboratively with other staff members, the church council, and the congregation.

Compensation:

- ½-time salary commensurate with Twin Cities AGO standards.
- Continuing Education: \$300/year.
- First right of refusal for wedding and funeral services.

Cantor – Combined Director of Adult Choirs and Organist/Pianist

Holy Trinity Lutheran Church, a congregation of the Evangelical Lutheran Church in America (ELCA) is a vibrant, growing, urban faith community in the Longfellow neighborhood of South Minneapolis. We are nurtured for our life and ministry together through participatory worship, a strong music program, prophetic preaching, and varied educational and relational opportunities. We welcome, with no exception, all people to the full life of this community of faith. While we are firmly rooted in Lutheran liturgical traditions, we strive to honor a variety of artistic and musical traditions in our worship services.

Our regular music ensembles include a 25-35 member adult choir that helps lead worship at the 11:00 service and occasionally at the 8:45 service; a smaller Trinity Singers choral group that sings monthly at the 8:45 service; a children's choir; two smaller youth choirs; and a hand bell choir. We also frequently include guest musicians. Our worship space contains a 22-rank Casavant organ and a 6'3" Baldwin grand piano.

Position Summary:

This is a 3/4 time (30 hours per week) position that will function as part of a team of musicians, pastors, and lay people responsible for Holy Trinity's music program. Along with keyboard leadership in worship, the Cantor will be responsible for the adult choir and the Trinity Singers. The adult choir rehearses on Wednesday evenings during the academic year. The Trinity Singers rehearse two Wednesday evenings per month during the academic year. The choirs do not rehearse during June, July and August, but the adult choir sings at the 11:00 a.m. service once each month during the summer. The choir also sings at selected other special services (e.g., Thanksgiving, Ash Wednesday, and Good Friday.)

Responsibilities

1. Direct adult choir, rehearsing weekly during the academic year.
2. Direct Trinity Singers in rehearsals and in worship participation. This choir sings on a monthly basis at 8:45 a.m. worship service.
3. Select anthems to prepare with choirs.
4. Play organ/piano for all regularly scheduled Sunday services, Wednesday services, and special services.
5. Provide music as requested for occasional events and services, including weddings and funerals, or make arrangements for a substitute.
6. Participate in seasonal worship planning, including worship planning retreats with pastors and musicians in June, September, January, and April.
7. Participate in monthly worship staff meetings to review and plan for worship.
8. Play lead role in hymn selection, working closely with pastors and other musicians.
9. Select and prepare Psalm setting each Sunday.
10. Prepare choir to help lead congregational singing, including choral hymn embellishments at least once per month.
11. Make anthem titles and other bulletin information available.
12. Recruit and orient new members for the choral groups.

13. Purchase choral music on a regular basis and manage the music library, in consultation with other staff musicians.
14. Coordinate robes and folders for members of choirs, perhaps working with a choir member.
15. Oversee organ and piano maintenance, in consultation with church administrator.
16. Schedule and prepare vocalists and instrumentalists.
17. Act as an educational resource for the congregation (e.g., occasional newsletter articles and adult forums).
18. Participate in quarterly supervisory check-ins.
19. Other tasks as assigned.

Skills and Qualifications:

- a. Degree in organ performance, choral conducting, or sacred music preferred.
- b. Experience in planning and leading worship.
- c. Appreciation for the choir's role in an integrated worship experience.
- d. Strong commitment to the Christian faith and the mission of Holy Trinity Lutheran Church.
- e. Knowledge and experience with Lutheran music and worship traditions, and open to a variety of spiritual expressions and understandings.
- f. Familiarity with a broad repertoire of sacred choral music.
- g. Ability and willingness to work in a collaborative environment for worship design.
- h. Ability to lead joyful, organized choir rehearsals.
- i. Software skills (e.g., Word, Finale).
- j. Willingness to learn, adapt, explore.
- k. Creativity.
- l. Effective interpersonal and written communication skills.
- m. Ability to meet deadlines (e.g., anthem titles, bulletin information).
- n. Self-motivated.

Reporting Relationship:

The Cantor reports to the Lead Pastor and will also work closely with the Associate Pastor and other musicians. As a member of the staff, this person will work collaboratively with other staff members, the church council, and the congregation.

Compensation:

- ¾-time salary commensurate with Twin Cities AGO standards.
- Full benefits, including health insurance and pension, as stipulated in the Holy Trinity Personnel Policy Manual.
- Paid time off (PTO) as stipulated in Holy Trinity's Personnel Policy Manual.
- Continuing Education: \$300/year.
- First right of refusal for keyboard at wedding and funeral services.