



Richland Lutheran Church

Job Description

POSITION TITLE:	Traditional Music Coordinator/Choir Director
HIRED BY:	Lead Pastor
SUPERVISED BY:	Lead Pastor
PRIMARY FUNCTION:	A member of the Richland Lutheran Church ministry team primarily responsible for assisting the congregation in its worship of God by serving as, or arranging for, primary musician for traditional worship services and by equipping, empowering, and encouraging RLC people to use their spiritual gifts and passion in music and worship ministry to make Christ's name known and advance the kingdom of God.
RESPONSIBILITIES:	<ul style="list-style-type: none">• Work with Lead Pastor to plan traditional worship services including; regular, seasonal, and holiday• Provide or arrange for music at weekly traditional worship services• Supervise all traditional music staff in accordance with the policies of Richland Lutheran Church and applicable state and federal laws• Conduct special services when available, such as weddings, funerals, and memorial services• Assist the Worship Ministry Assistant to arrange for all worship services publications including bulletins and audio-visual presentations• Direct the Chancel Choir for regular use at the traditional service• Be a member of and participate in the Ministry Area Leadership Team (MALT) for Worship• Maintain or arrange for the maintaining of CCLI and other licensing reporting• Develop and direct, or arrange for the development and direction of other soloists, groups, and/or ensembles for use in traditional worship services• Assist the Lead Pastor in developing the annual ministry plan and budget• Ensure goals identified in annual ministry plan are accomplished within established timeframes• Attend and participate in required meetings• Perform other related duties as assigned
SKILLS AND EDUCATIONAL REQUIREMENTS	Proficiency in leading traditional music and worship in a church setting Proficiency in leading choirs and ensembles Proficiency in piano Proficiency in reading sheet music Working knowledge of computers and software Good organizational skills with attention to details Good command of the English language and grammar Exceptional interpersonal communication skills
RELATIONSHIPS	Staff, team leaders and volunteers, Congregation Council, congregation, general public
CONDITIONS	Maintain confidentiality Must be able to lift 40 lbs unaided and move objects 40 feet Possess a valid Washington State Driver's License Must pass a background check
ATTRIBUTES	<u>Aptitudes</u> : Strong musical skills, comfortable performing in front of a group, understanding of

and appreciation for the purpose of worship and flow of the service, self-starter and ability to work in team setting with staff and volunteers.

Temperament: Natural aptitude for working sensitively, empathetically, and tactfully with people; flexibility and ability to adapt to changing situations; and, willingness to pitch in to help others.

CLASSIFICATION

Part-time (10-15 hours per week) non-exempt, supporting staff, with no benefits

EEO STATEMENT

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.

Under Title VII of the Civil Rights Act of 1964, Richland Lutheran Church is allowed to and does discriminate on the basis of religion in accordance with the terms of ministerial exception.

The Richland Lutheran Church Congregation Council reserves the right to modify job descriptions to align with the vision, mission, and ministry plans of Richland Lutheran Church.