

## Minister of Music

Trinity Lutheran Church, North Bethesda MD

Reports to: The Pastor

Trinity Lutheran Church (“Trinity”) is a Reconciling in Christ congregation of the Evangelical Lutheran Church of America, located in North Bethesda, Maryland. Trinity welcomes all to a community in Christ: serving others, growing in faith, living in hope, and reaching out in love. Trinity’s ministry is led by a Ministry Team that includes the Pastor, the Minister for Youth and Families, the Minister of Music, and the administrative staff.

The Minister of Music reports to the Pastor, and works with Trinity’s Ministry Team to create, expand and direct music groups and programs that will strengthen the congregation’s relationship with God, the community, and each other. The Minister of Music is responsible for planning the music for all worship services throughout the church year, including special services such as Christmas Eve, Holy Week, and midweek services in Advent and Lent. The Minister of Music is the primary coordinator with community groups that use Trinity for concerts or other music and performance events.

The Minister of Music, in consultation with the Pastor and the Ministry Team, will do all music planning with a view toward helping the congregation to feel a connection with the scripture readings and message of the service by selecting all service/liturgical music, congregational hymns, vocal choir anthems and instrumental music for all worship services.

The Minister of Music will encourage people of all ages and abilities to participate in the musical life of the church during worship services and other musical opportunities, including but not limited to:

- Leading the congregation’s active participation in the singing of hymns and other service music during worship services.
- Reaching out to members of the congregation who have musical skills (singing, playing instruments, composing) and encouraging them to become involved in the music programs as they are able and interested.
- Leading the adult vocal choir, working with singers to provide a meaningful ministry to the congregation through music, and providing fellowship and team-building opportunities for the choir.
- Playing Trinity’s keyboard instruments (organ and piano) for all worship services, and for funerals and weddings (as available).
- Coordinating with the handbell choir director to schedule the handbells’ participation in worship services and music events, and to facilitate their rehearsals and performances with other church musicians (such as the vocal choir or instrumentalists).
- Working with the technology team to ensure that live streamed services and other virtual ministry events happen with good sound quality.

- Supporting music programs and events for children and youth, such as youth choirs, Sunday School, Vacation Bible School, Youth Sunday, Christmas/Advent activities, and other events as may be scheduled by the Ministry Team.
- Facilitating Trinity's participation in multi-congregational and community musical events.

The Minister of Music works with various groups within the congregation to further Trinity's general ministry objectives, and to accomplish important administrative objectives:

- The Minister of Music participates in fellowship activities of Trinity as scheduled by the Ministry Team, in order to foster personal relationships with the members of the congregation.
- The Minister of Music writes a report to be included in the annual report of the congregation. The Minister of Music also writes periodic reports to the church council upon request, as well as informational articles for the weekly bulletin, the monthly newsletter, and the Trinity website, in order to inform members and visitors about Trinity's music program.
- The Minister of Music attends meetings of the Worship and Music Committee, in order to collaborate with others who manage various aspects of Trinity's worship services.
- The Minister of Music drafts and submits to the Pastor and the Finance Committee an annual budget, in order to plan and give account for financial resources for Trinity's music program, and is authorized to hire outside musicians and make purchases within the budget as it is approved by the church council and the congregation.
- The Minister of Music coordinates with the Pastor and the Financial Secretary regarding expenditure of special funds contributed to the music program as memorials and the like, in order to ensure that these special contributions are properly honored and acknowledged.
- The Minister of Music schedules tuning and maintenance of instruments with approved outside parties, in order to keep Trinity's instruments in good working order.
- The Minister of Music is responsible for appropriate organization and maintenance of the choir robes and music, and works with Trinity's administrative staff to maintain and keep current a database of choral music, in order to facilitate worship planning and to support the choir's ministry.

The Minister of Music works with outside groups who use Trinity as a performance space for occasional events. Such events may include visiting college choirs or bands, Christian drama presentations, and the like. The Minister of Music provides logistical support for these groups, and coordinates with the Pastor and Trinity committees who arrange and host these special events. The Minister of Music may also propose and host events by outside groups, with the approval of the Pastor and the congregational council.

Hours: Sunday morning liturgies; scheduled weekday liturgies; weekly choir rehearsal (usually 90 minutes); time for service planning and practice.