

## **Opening: Minister of Music and Media Producer in Rockville, Maryland St. John's Evangelical Lutheran Church**

St. John's Evangelical Lutheran Church, an ELCA congregation in Rockville, MD, is seeking candidates for a half-time Minister of Music and Media Producer.

The Minister of Music and Media Producer (MM) leads music and encourages congregational singing from the Rodgers organ and Yamaha grand piano for 10:00am Sunday worship services; and, is responsible for the planning, coordination, and execution of music for Sunday worship and seasonal midweek services. The MM serves as choir director for the Adult Choir, and as director of the two-octave Handbell and Chime Choir. The MM also creates announcement sheets, small- and large-print bulletins, slideshows, and other worship aides as appropriate.

### **Job Responsibilities**

- Lead music from the organ and piano, and prepare the choir and other musicians.
- Collaborate with the Pastor to select hymns and liturgical music settings in light of the Revised Common Lectionary and musical style considerations.
- Acquire new repertoire, assure instrument maintenance, and pursue continued education while managing the music budget and music library.
- Monitor and manage materials for the office printer.
- Ensure annual license renewals are up-to-date in coordination with the Treasurer.
- Prepare a slideshow, black and white small- and large-print bulletins, and announcement sheets for services. Prepare color bulletins for Christmas, Easter, funerals, and weddings.
- Manage online resources and materials using Sundays and Seasons and Dropbox.
- Sustain and grow the church's ensembles, chiefly the Adult Choir and the Handbell Choir.
- Sustain and provide ongoing formation, both musical and liturgical, for all who participate in, or express interest in, the music ministry.
- Provide musical leadership to be agreed upon outside of worship, possibly to include Sunday School, Christmas Caroling, and Concerts.
- Lead music for mid week services and activities, especially during Advent and Lent
- Weekly meeting with Pastor
- This position reports to the Pastor

### **Job Requirements**

- Must be proficient in organ, piano, and directing a choir from the console. Handbell experience preferred, but not required.
- Bachelor's degree in music preferred or experience leading a congregations music program
- Possess a knowledge of and appreciation for diverse styles of liturgical music.
- Comfort with using computers and the internet in creating and distributing slideshows, bulletins and other materials from a given template. Experience with Macs valuable.
- Excellent organizational, communication, and interpersonal skills.

During the Covid-19 pandemic, this position shifted focus to providing pre-recorded music and color PDF bulletins for online services. The above description is in line with normal operations.

**Compensation:**

Annual Salary \$40,000

4 weeks paid vacation including 4 Sundays

Continuing education stipend

Additional compensation for non-member weddings and funerals according to amount agreed upon

St. John's is not able to offer health insurance or other benefits at this time.

Applications may send a cover letter and resume to [pastorkern1@gmail.com](mailto:pastorkern1@gmail.com). Applications will be accepted until the position is filled. St. John's will begin setting up initial interviews beginning, Monday, June 15 with qualified applicants.