

**Christ Lutheran Church in Pacific Beach, CA**

<http://www.christpb.org>

**December 1, 2007**

**Position Description: Choir Director/Keyboard Musician**

**Christ Lutheran Church (“CLC”) is seeking a highly qualified, motivated and innovative individual or individuals for the position of Choir Director/Keyboard Musician.**

**Applicant(s) will collaborate with the Pastors in the planning of liturgical, choral, and instrumental music for CLC’s worship services and provide leadership for these and other components of CLC’s musical ministry. The primary focus of the duties is on the importance of music in worship, employing a blend of traditional and contemporary instrumental and vocal music. The duties may be carried out by one full-time musician or by two half-time musicians, depending on the applicant(s) qualifications. Applicant(s) will participate in regularly scheduled meetings of CLC staff and other appropriate groups, and upon reasonable notice, additional planning meetings as needed. The position(s) will report to the Lead Pastor and will accept the provisions of CLC’s Personnel Policies**

**Christ Lutheran Church houses a 35 rank 3 manual 1966 Reuter organ in excellent condition with a 1994 Blackinton console, with synthesizers playable from the console via a Peterson Electro-Musical MIDI Resource System, as well as a Rieger-Kloss studio grand piano. CLC also has one additional keyboard synthesizer and computer facilities with Finale music-writing software.**

**Major Duties:**

**Choir Director:**

- Consult with the Pastors regarding the development of the liturgy and the selection of hymns for each week.
- Select appropriate music for the chancel choir and conduct the choir for the Sunday services, for all mid-week liturgical worship services, and for the other special services or events as needed.
- Rehearse the chancel choir once each week, subject to schedule modification during the summer.
- Assume responsibility for recruiting volunteer choir members and hiring paid vocal soloists as needed.
- Maintain the music library in good order and purchase additional music as needed and as permitted by CLC music program budgets.

**Keyboard Musician:**

- Select and perform organ and piano music for the scheduled services ( including quality music for preludes, offertories, and postludes) and accompany the choir in the rehearsals listed above.
- Supply, as needed, suitable organ or piano music at all weddings and funerals conducted on the CLC premises, with additional compensation for these services
- Assume responsibility for hiring substitute organists/pianists and other musicians as needed.
- Assume responsibility for maintaining CLC's musical instruments, with CLC providing funds to ensure their proper care.

**Additional Responsibilities (which may be divided if two positions are filled):**

- Take the lead in planning and producing special musical events that advance the ministry of the church, including oversight of the preparation and distribution of publicity for these events.
- Work with Pastors and Worship, Arts and Music Task Force in designing worship experiences (two Sunday services, plus special liturgical worship services
- Develop and lead auxiliary musical groups (such as bell choir, youth/children choir, Sunday School children's music programs, small ensembles, etc.)
- Assist CLC's Health Ministry in preparation and production of special programs for seniors.
- Submit monthly reports on CLC's music ministry to the Church Council.
- Perform all details required to insure CLC complies with all legal requirements related to the copying and performing of all copyrighted material including liturgy copyrights.
- Recommend a budget for the music ministry, taking into account all of the duties enumerated above.

**Qualifications:**

- Demonstrated mastery of choral technique and choral conducting technique and extensive knowledge of sacred choral literature.
- Demonstrated mastery of organ and piano technique and a high level of general musicianship, encompassing a wide range of musical styles.
- Outstanding communication and relationship building skills.
- Committed to the mission of Christ Lutheran Church.
- Prior experience in creating and leading music programs.

**Accountability:**

This/these persons will be directly accountable to the Lead Pastor. Additionally, this/these persons will work closely with the Outreach Pastor, Director of Administration and the Church Council.

**Hours, Compensation and Benefits:**

- This will be either one full-time position or two part-time positions. Workdays will routinely include Sunday mornings.
- Compensation will be commensurate with skills and experience.
- Benefits and work policies will be in accord with CLC Personnel Policies.
- A performance review will be conducted at the end of a 90 day probationary period

**To apply for the Position(s):**

Christ Lutheran Church is an equal opportunity employer. Send resume with personal and professional interests, a list of references, and a cover letter to Pastor Richard Rollefson

Via surface mail: Christ Lutheran Church 4761 Cass St. San Diego, CA 92109  
Email: [clcsd@sbcglobal.net](mailto:clcsd@sbcglobal.net) ; FAX 858 483 5777 ; Tel 858 483 2300

Consideration of application(s) will begin January 1, 2008 and will continue until the position(s) is/are filled.