

***St. John Lutheran Church***  
420 Beaver Street, PO Box 411, Mars, PA 16046  
(724) 625-1830  
[www.stjohnchurchmars.org](http://www.stjohnchurchmars.org)

**Job Opening: Director of Music Ministries/Organist      Base Salary (Negotiable): 13,000**

Principal function:

Serve as part time Director of Music Ministries and Organist for Sunday morning worship services and additional special services beginning immediately.

Regular Duties:

- Plan and coordinate the church's music program, providing leadership as organist and cantor at all Sunday services and other special services during the church year, including Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Thanksgiving Eve, Christmas Eve, and Christmas Day.
- Participate in the planning of worship and other musical activities in the congregation, including Worship Planners meetings as scheduled and as needed with the pastor.
- Schedule choirs and other musicians participating in worship; work with congregation members to develop their talents and encourage participation in the worship life of the congregation; identify opportunities to recruit outside musicians for special services.
- Rehearse the choir as needed for festival services and possibly other Sundays; periodically evaluate possibility of additional musical ensembles.
- Make available new musical and liturgical resources and ideas to the pastor, Worship Planners, and the whole congregation.
- Identify budget needs within the music program (hiring outside musicians, acquiring new music for choral ensembles, etc.).
- Expand and maintain the music library and supervise the maintenance of all instruments (currently a pipe organ and two pianos)
- Participate with the pastor, church staff, and lay leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed.
- Continue to develop professionally through practice, continuing education opportunities, and participation in professional organizations.
- In cooperation with Sunday School leadership, identify opportunities to enrich Sunday School offerings through music.
- Commit to playing for weddings and funerals, when reasonably possible, and work to secure substitute musicians when unavailable.
- Coordinate with the pastor on the congregation's wedding guidelines.

Skills and Requirements:

- Accomplished organist & pianist
- Comfortable with liturgical worship
- Work collegially with other staff members, the pastor, and congregational leaders, to carry out the mission of the congregation.

*Director of Music Ministries/Organist continued:*

Specifics:

The Director of Music Ministries shall:

- Obtain all state mandated background checks and child clearances
- Be permitted to use the church organ and piano for private teaching.
- Inform the pastor or Council President at least two weeks in advance of any reasonably foreseen time away and assist the congregation in finding a substitute when necessary.
- Give 30 days and written notice of intent to terminate employment.

The congregation shall:

- Provide vacation time, including Sundays, annually with a paid substitute.<sup>1</sup>
- Offer the right of first refusal for weddings and funerals, and maintain a policy of separate compensation for weddings and funerals, unless otherwise agreed in advance.<sup>2</sup>
- Provide an annual performance review and opportunity for mutual dialog, goal setting, and conflict resolution.
- The congregation agrees to provide an agreed upon annual salary paid on the 1st and the 15<sup>th</sup> of the month.

If interested, please email your resume to: [office@stjohnchurchmars.org](mailto:office@stjohnchurchmars.org)  
Questions, please call (724) 625-1830

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<sup>1</sup> Time away shall not be used on Reformation Sunday, Christmas Eve, Christmas Day, Palm Sunday, Holy Week, Easter, or Pentecost.

<sup>2</sup> Compensation for weddings and funerals is to be provided by the party requesting a musician for the service.