



# Tallmadge Lutheran Church

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**POSITION TITLE:** Music Director

**DEPARTMENT:** Ministry Staff

**1. DEPARTMENT PROFILE**

To serve the church by developing, coordinating and administering an effective and well-rounded music program and providing leadership and supervision to all individuals involved in this ministry.

**2. PRINCIPAL FUNCTION**

The Music Director is responsible for overseeing the music ministry of Tallmadge Lutheran Church.

**3. POSITION RELATIONSHIP**

- a. Reports to the Board of Elders and Senior Pastor.
- b. Supervises all individuals participating and performing in the various aspects of the music ministry.

**4. PRINCIPAL RESPONSIBILITIES**

- a. Direct, rehearse and select appropriate music for the Senior (Chancel) Choir. The Chancel Choir presently rehearses on Wednesday nights from 7:30pm to 9:00pm. That Choir will sing at least every third Sunday, from Labor Day through Memorial Day.
- b. Direct, rehearse, and lead praise team from 9:15am – 10:15am on Sunday mornings for the 10:30am Sunday morning Worship Service. Scheduling musicians, communicating and preparing music for praise team members, searching for new songs, and maintaining praise team library.
- c. Recruit director to rehearse and select appropriate music for the Handbell Choirs (Jubilate Ringers & Youth Bells). Jubilate Ringers should perform at least one Sunday every month, from Labor Day through Memorial Day.
- d. Supervise Organist / Accompanist and all other volunteers participating in music ministry.
- e. Meet regularly with Pastor to review or select appropriate music for worship services.
- f. Explore ways in which to involve more people, including children, in the music aspect of the worship service. This includes coordinating with the Sunday School Director to schedule the Sunday School Choir. This also includes coordinating with a possible Youth Choir.
- g. Develop new ministries through additional choirs and ensembles; always seeking to develop smaller groups such as men's and women's trios and



# Tallmadge Lutheran Church

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duets.

- h. Work to develop musical talent by recruiting soloists, small groups and instrumentalists from the members of the church, using them in worship service whenever possible.
- i. Direct all choirs, ensembles, solos, and the like for rehearsals and worship services. Provide (or coordinate) accompaniments.
- j. Cantor, or find someone to lead hymns for both services each week.
- k. Schedule substitute organists for vacations, or other special events as needed.
- l. Oversee the maintenance of all musical instruments.
- m. Propose an annual budget for music-related expenditures.
- n. Maintain the music library for all choirs, ensembles, and instrumentalists.
- o. Oversee the ordering of all music, completing purchase orders, and submitting them to the Treasurer for approval.
- p. Advise the Board of Directors regarding capital needs that will enhance performance and contribute to the overall growth of the music ministry.

## **5. POSITION QUALIFICATIONS**

- a. Essential
  - i. At least 2 years' experience as choir director (or educational equivalent).
  - ii. Bachelor of Music or equivalent music education and/or musical experience.
  - iii. Strong vocal skills and able to lead and teach new songs.
- b. Desirable
  - i. Proficient in playing keyboard
  - ii. Has a good working knowledge of the Lutheran liturgy and theology.

## **6. WORK ENVIRONMENT, PHYSICAL DEMANDS, AND OTHER INFORMATION**

- a. Must be able to climb stairs.

## **7. TIME COMMITMENT (12 hours/week)**

- a. 3 ½ hours Music Director; selecting music, communicating with all groups, scheduling practices, maintaining financial records, preparing monthly written reports for Board of Elders and Board of Directors, organizing



## Tallmadge Lutheran Church

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special events (i.e. Christmas and Easter cantatas).

- b. 4 hours Choir Director; selecting music, rehearsing choir on Wednesday nights, coordinating anthems & choir practices.
- c. 4 ½ hours on Sunday morning from 7:30am to 12:00pm helping with special music rehearsals and leading the praise team at the 10:30am worship service.

Revised January 2025

**Depending on experience, compensation for this salaried position would be around \$285 a week or \$14,820 annually.**

- We have a need for someone to begin as soon as possible.
- Music Director would receive 2 paid Sundays off a year.

Tallmadge Lutheran Church  
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