

Dear Applicant,

Thank you for your interest in working with us at Valley of Peace Lutheran Church. We're looking forward to adding a new member to our staff team.



Our Mission Statement reflects our ministry: "Living in God's love and compassion, we are called to be disciples of Jesus Christ, as the Holy Spirit works through us for healing, justice, and peace." At Valley of Peace Lutheran Church Christians from every tradition, people new to the faith, believers, questioners, and questioning believers are one together in Christ Jesus. We recognize that each person is a unique creation of God and, by grace, is called a child of God, without exception and regardless of gender, race, national origin, sexual orientation, gender identity, physical or mental ability, age, station in life, or political affiliation. As Lutherans, we cherish and are strengthened by the diversity of God's creation.

We are currently accepting applications for the Director of Music at Valley of Peace. This is a part time position averaging 15 hours per week with onsite time being in the evenings and Sunday mornings for our one worship service. Currently, rehearsals are held on Wednesday evenings and Sunday mornings before and after worship. There may be additional evening requirements twice a month for meetings. Salaried compensation commensurate with experience and education. Two weeks vacation leave and one week sick leave provided.

To apply, please:

1. Review the attached job description and consider if God might be calling you to serve in this way.
2. Submit your resume to me via e-mail at aosborn@valleyofpeace.org. We will be accepting resumes until July 8, 2019. After receiving your resume, I will send you the Valley of Peace Application for Employment.

After reviewing this information with our interview team, I will be in contact with you about possible next steps for the interview process.

I am happy to answer questions as you discern your interest in this position. You may contact me via e-mail or by phone at 763-588-4611.

May God bless you in your discernment,

A handwritten signature in black ink that reads "Pastor Ashley Osborn".

Pastor Ashley Osborn

Director of Music Job Description

Position Summary

The Director of Music is responsible for upholding and growing the strong tradition of music programming at Valley of Peace, to enhance and serve as an integral part of our worship.

Accountability

The Director of Music is accountable to the congregation and its mission, under the supervision and direction of the Pastor.

Qualifications

1. Experience in church music leadership
2. Demonstrated knowledge of Lutheran theology, liturgical practice, and use of music in worship
3. Demonstrated skill and competency at the keyboard, and a working knowledge of other instruments, including piano, organ, woodwinds, brass, percussion, strings and world instruments
4. Experience and competency directing choirs and ensembles of all age groups:
 - Choral ensembles
 - Orchestra and band ensembles
 - Orff and rhythm instrument ensembles
 - Handbell ensembles
5. Ability to work collegially and coordinate various activities with Pastor, staff members and congregational leaders
6. Strong verbal and written communication skills

The essential position functions include, but are not limited to, the following:

Responsibilities

1. Plan and coordinate the entire music program, providing leadership and resource to the organist and other music leaders active in the program.
2. Participate in the weekly planning of worship and other musical activities in the congregation.
3. Schedule all choirs and ensembles participating in worship.
4. Hold weekly rehearsals and direct or accompany the following groups:
 - Chancel Choir (adult choral ensemble)
 - Youth Choir and Children's Choir
 - Valley Carillon (Bell Choir)
 - Joyful Noise (Orchestra)
 - Small Group Ensembles (Duets, Quartets, Instrumental Ensembles, etc.)
5. Educate and train all musicians participating in the program; recruit and facilitate participation from all age groups within the congregation.

6. Make available new resources and ideas to program participants.
7. Participate in regular Worship and Music Committee meetings and other appropriate congregational committees for short and long-term planning.
8. Support the Worship Arts Committee, in developing concepts, design and execution of visual enhancements for a meaningful worship experience.
9. Advise the Worship and Music Committee on the annual budget requirements for the music program and administer the expenditures of the approved budget.
10. Maintain the music library and supervise the maintenance of all instruments (organ, piano, keyboards, rhythm instruments, hand bells, etc.).
11. Participate with the church staff, Pastors, and other leaders in facilitating congregational goals, assuming responsibility for tasks as mutually agreed with the Pastor.
12. Maintain professional competency by practicing, performing, attending continued education opportunities, teaching workshops or seminars, etc.
13. Be open to performing other appropriate duties, as observed to be needed and as assigned, by the Pastor.

General Expectations

1. Reflects the love of God in interactions with children, youth, adults and congregation staff.
2. Able to articulate the basic tenants of Christianity, and is a practicing Christian.
3. Respects and appreciates all people, and embraces our congregational commitment to being a Reconciling in Christ church.
4. Complies with employee policies, as outlined in the Valley of Peace Employee Handbook.