

## **Holy Cross Lutheran Church Job Description**

### Music Assistant

#### SUMMARY

This is a part-time salaried position requiring approximately 3-7 hours per week. Working closely with the full-time Worship and Music Coordinator, the Music Assistant will assist with Sunday morning worship, special worship services, and accompanying choirs.

#### PURPOSE

As a member of the staff of Holy Cross Lutheran Church, the Music Assistant will assist the Worship and Music Coordinator to enhance the worship life of the congregation through music.

#### RELATIONSHIPS

The Music Assistant is directly responsible to the Senior Pastor through the Worship and Music Coordinator, with secondary accountability to the President and members of the Congregation Council.

#### QUALIFICATIONS

1. Competency in organ and/or piano, both leading worship and accompanying ensembles.
2. Degree(s) in music or equivalent training or experience.
3. Ability to take direction from and work collaboratively with the Music and Worship Coordinator.
4. Ability to work positively and encouragingly with musicians of all skill levels.
5. Ability to be part of an ensemble that includes organ, piano, percussion, and other instrumentation.

#### RESPONSIBILITIES - include, though not limited to the following:

1. Provide assistance and support in a positive working relationship with the church staff, lay leaders and volunteers; meeting with pastor(s), Worship and Music Coordinator and/or staff as needed.
2. Assist with music leadership for Sunday morning worship services.
3. Assist with music leadership for special music programs and special worship services on Christmas Eve, Maundy Thursday, Good Friday, and Easter services.
4. Conduct yourself as a worship leader and active participant in worship services.
5. Accompany the Chancel Choir during weekly rehearsals and worship services.
6. Accompany soloists, youth/children's choirs, and other ensembles as needed.
7. Rehearse with soloists, choirs and other ensembles prior to the service as needed.
8. Cover for the Worship and Music Coordinator as needed.

#### OTHER ITEMS

9. The Music Assistant shall have a \$200 annual budget line to purchase music and/or educational purposes.
10. Time off to be arranged with the Worship and Music Coordinator.