



## Job Description

Full Time ☐ Part Time ☒  
Exempt ☒ Non-Exempt ☐

### General Information

**Position Title:** Director of Jubilate Choir

**Person in This Position Reports to:** Organist and Director of Music, Worship & Arts

### Position Purpose

St. John's Lutheran Church is an ELCA congregation with over 150 years of ministry in the heart of Northfield, Minnesota. Our musical and liturgical tradition is known throughout the community. Wednesday afterschool programs supplement our ministry with children and youth 26 nights a year during the school year.

### Job Description

The Director of Jubilate Choir is responsible for developing and directing the Jubilate Choir (children in 3<sup>rd</sup>-5<sup>th</sup> grades) with the goal of forming them in faith and involving them as participants and leaders in the worship of the congregation.

### Qualifications

R D R = Required D = Desired

- (1) ☒ ☐ Experience: Previous experience working with children's voices is strongly encouraged.
- (2) ☐ ☒ Education: Bachelor's degree in music, music education or child development preferred.
- (3) ☒ ☐ Essential Skills: Ability to communicate with young children; teaching basic musicianship with voice and hand instruments; ability to communicate the basics of Christian faith in age-appropriate ways.
- (4) ☒ ☐ Technology/Equipment: Basic computer communication skills including use of Microsoft office suite software.
- (5) ☐ ☐ Supervisory: None.
- (6) ☒ ☐ Work days/hours: 2-3 hours/week during 9-month program year.

### Primary Responsibilities

- 1) Lead the choir weekly rehearsals according to a schedule developed in cooperation with other music staff, as well as the children and youth staff.
  - a. Rehearsal time: Wednesdays afternoons September-May, except during scheduled school breaks.
- 2) Select music appropriate for the season of the church year and lectionary emphasis for the days when the choir is scheduled to sing in worship.

- 3) Prepare and direct the choir on Sunday mornings for worship services, usually once a month, on a schedule created with the music staff.
- 4) At the discretion of the director, rehearsal should involve participants in a variety of experiences, like singing, movement, games, listening activities, rhythm development, and instruments. We hope that rehearsals also include a basic introduction to liturgy, hymns, and the seasons of the church year.
- 5) Communicate the choir schedule with parents and recruit parents and other helpers needed to assist with the choir.

### Secondary Responsibilities

- 1) Attend music staff meetings or full staff meetings as requested or available.
- 2) Coordinate with the Director of Music for necessary accompaniment.

### About St. John's Congregation

#### **Mission Statement:** Created, Renewed, and Empowered by God's Grace

St. John's is a welcoming community in Christ whose mission is to

- celebrate in Word and Sacrament God's gracious actions for the world
- cultivate growth in faith
- encourage service and witness, and
- proclaim Christ as the hope of the world

**Who We Are:** St. John's Lutheran Church is a faith community rooted near the heart of downtown Northfield for around 150 years. We serve over 400 families of every generation, from all kinds of backgrounds. St. John's ministry is centered in vibrant worship, education for all ages, service to others and a welcome of God's grace for all. As people of faith, we are dedicated to the hard and good work of loving God and loving our neighbor in the city of Northfield and beyond.

**Welcome Statement:** As a Reconciling in Christ congregation, St. John's Lutheran Church is a community grounded in the promise of God's grace, and called to extend Christ's welcome to all people. Every day, Christ meets us all just as we are, extending love to people of every age, race or ethnicity, physical appearance, sexual orientation, gender identity, physical or mental ability, marital or relationship status, economic circumstance, educational achievement, political affiliation, or religious background. While we do not always agree, we choose to walk and grow in faith together, believing that God creates diversity, and loves and welcomes us. We warmly welcome you here.

St. John's Lutheran Church is an equal opportunity employer.

Applications will be accepted through September 7.

To apply, please send a current resume and cover letter to [music@stjohnsnorthfield.org](mailto:music@stjohnsnorthfield.org). or

Attn: Nathan Proctor  
500 3<sup>rd</sup> St. W  
Northfield, MN 55057  
[www.StJohnsNorthfield.org](http://www.StJohnsNorthfield.org)