

Music Coordinator Roundtable Discussion

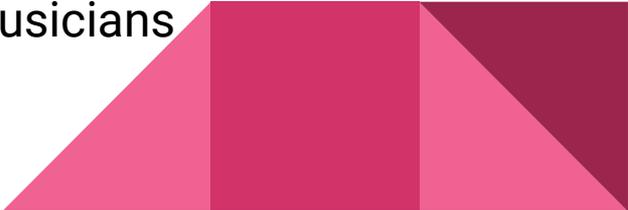
An Overview of
3 WELS Positions and Music Programs



Which are You?

- Curious about the scope, design, & potential benefits of such a position
 - Looking to improve and enhance current music program/worship
 - Currently serving in a position and looking to collaborate or gather new ideas
 - A Pastor interested in how this type of position can aid and enhance your own ministry
 - Others??
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Benefits of Music Coordinator/Director of Parish Music

- Enriches and enhances worship and the proclamation of the Word
 - Closer integration of musical selections with themes and readings
 - Promotes and supports musical “excellence” in worship, greater variety
 - Increases use of musical gifts and talents of congregation members
 - Redistributes duties (from Pastors/classroom teachers) to those with special musical gifts and/or training
 - Encourages and trains future generations of church musicians
 - Etc, etc, etc...
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3 Position Overviews

- Lisa Uttech (Christ the Lord, Brookfield, WI)
- Debbie Price (St. Peter, Schofield, WI)
- Levi Nagel (St. John, Milwaukee, WI)



What does this position look like?

- **Hired or called? Yes :-)**
 - But, imagine the benefits of a synodically trained musician/educator/staff minister knowledgeable in the history of and the “how-to’s” of Lutheran worship! This can provide assurance to Pastors and create a relationship of trust that allows the Pastoral staff to “hand-off” or share planning aspects.
- **Is it a part-time position or can it be? DEPENDS**
 - Please carefully prioritize duties and ministry needs, build in/request practice time if you want them playing for services, account for “unseen hours” of planning, researching, selecting music, does it include school music or just the church and worship music?
- **Is there enough to justify a full-time position?**
 - YES. YES. YES. (See bullet point above and the following slides.)

Lisa Uttech:

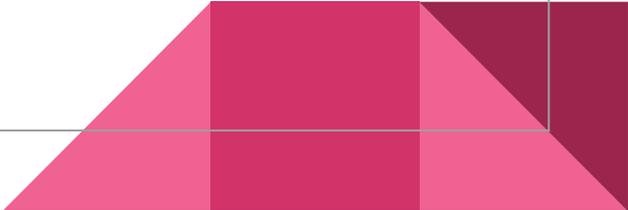
Director of Parish Music, CTL Brookfield, WI

Position	Hired/Called	Salary/Stipend/Hourly	Church/School
Half time	Called	Salaried	Both

Main Church Duties

- Meet with Pastor weekly to discuss worship details and music selections
- Direct Adult Bells, Adult Choir
- Children's Christmas Service (select/edit/rehearse/direct)
- Coordinate Accompanists (solos, school groups, choir)
- Sunday School Music (select music, rehearse, direct)
- Soloists/Small Groups (select music, rehearse, direct or accompany)
- Church Instrumentalists (select music, lead rehearsals)
- Advent by Candlelight Music
- VBS Music
- Create singing and bell schedule, hymnology schedule, organist schedule
- Organist as needed

Additional Church Duties

- Handbell Cleaning/Repair
 - Schedule Piano Tunings & Organ Repairs
 - Arrange organist or soloists for weddings/funerals
 - Coordinate Special Music Groups (WISCO, Koine, Branches, etc)
 - Music Texts/Cong Instructions/Copyrights to Pastor for Bulletin
 - Submit for Organ Renumerations
 - Order Music & Keep Records
 - Manage Music Budget
 - Maintain Music Storage and Filing
 - Organize & maintain equipment
 - Microphones, sound board, and other set-up
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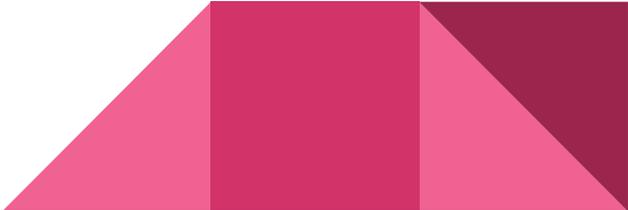
CTL School Duties

- Teach general music classes for Grades 1-8
- Direct 7-8th Junior Bells (2 choirs)
- Direct School Musical/Prism Jr Concert/Plays (3-year cycle)
- Children's Christmas Eve Service--select, edit, rehearse, direct
- Plan and chaperone MSO or other music field trips
- Schedule, select music, and rehearse all classroom singing for church
- Hymnology Schedule
- Music Grades to teachers for report cards

Additional music programs:

- WISCO Band Lessons,
- Piano Program (grades 2-8, Pastor's wife)

School Music Program	Curriculum Used
<ul style="list-style-type: none">● Recorders● Tone Chimes● Handbells● Orff instruments● Percussion instruments● Dance Units● Composers & Music History● Music Theory● MSO Field Trips● Musical Adventures (WISCO)	<ul style="list-style-type: none">● <i>Spotlight on Music</i> for Grades 1-6 (combined grades)● 7-8th Choir and Handbells



Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 for set-up and warm-ups 8:00 Worship 9:20-10:00 SS Music 10:30 Worship	6:30pm Worship	3-4 Music (30 min)	Midweek services in Advent/Lent	7-8th Handbells (40 min)	7-8 Handbells (40 min)
		1-2 Music (30)		6:15-7:15pm Handbells 7:30-8:30pm Choir	1-2 Music (30)
		5-6 Music (30)			
		7-8 Choir/General Music (60)			

Many additional daytime and evening hours are scheduled around these “regular hours” for meetings, planning, office work, music selection, rehearse with soloists/instrumentalists for the upcoming services, text and communicate with musicians, etc.

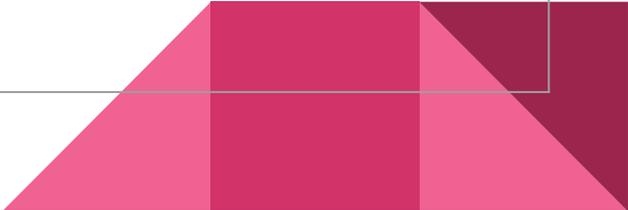
Debbie Price:
Worship Coordinator
St. Peter, Schofield, WI

Position	Hired/Called	Salary/Stipend/Hourly	Church/School
Part-time	Hired	Salary	Church/School

Main Church Duties

- Head Organist (play 75% of services)
 - Prepare the Worship Bulletin
 - Arrange and Accompany Soloists and Instrumentalists
 - Assist Pastor with the Worship Calendar
 - Accompany Senior Choir
 - Schedule Substitute Organists
 - Schedule Keyboardists for the service at our second campus
 - Opening/Music for our Sunday JAM (Jesus and Me) program
 - VBS Opening/Music
 - Track and Submit information for Licenses
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Additional Church Duties

- Schedule Maintenance for Musical Equipment
 - Add Worship Education Notes into the Bulletin
 - Plan Worship Committee meetings with Pastor
 - Manage Music and Sunday JAM budgets & Prepare Purchase Orders
 - Children's Christmas Service (Select, Edit, Rehearse, Direct)
 - Play for Weddings/Funerals
 - Arrange for Special Groups (Koine, Branches, etc.)
 - Track Hymn Usage
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School Duties

- Play for Chapel Every Week
- Substitute Teacher
- Piano Teacher (these lessons are not part of my salaried position, but are paid for additionally by parents)
- Prepare Piano Students to accompany classroom hymns
- Accompany Children's Advent Service
- Accompany Students for Solo Ensemble or other Music Events

Typical Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:15 - Prepare for Worship Services at 7:45 & 10:30	Office Work	7:45 - 10:30 Teach Piano Lessons 10:30 - 12:30 Prepare Worship Bulletin, Meet with Pastor	7:45 Piano 8:00 - Chapel 9 - 10:45 Teach Piano 10:45 - 12:30 Record License Info/File/Plan	Edit Bulletin before Print Teach Piano at Northland Lutheran High School	Office Work	Service at Key to Life campus 5 PM
9:10 - Teach Sunday JAM Opening		12:30 - 3 Teach Piano Lessons	12:30 - 3 Teach Piano 4:00 - Worship Mtg. (once/month)	Prepare for Worship Service		
	3 - 7 PM Teach Piano Lessons		7 - 8:30 Choir Rehearsal	7:00 Worship Service		

* Additional time is often needed to rehearse with soloists/instrumentalists and text and communicate with musicians, etc.

Levi Nagel:

Minister of Music and Worship

St. John, Milwaukee, WI

Position	Hired/Called	Salary/Stipend/Hourly	Church/School
Full Time	Called (Staff Minister)	Salary	Church

Main Music/Worship Duties

- Main Organist/Pianist (50%+)
- Direct Jubilant Song (Adult Choir) & Adoration (Handbell Choir)
- Work with pastors to plan worship (3x per year)
- Create Schedules: Organ/Piano; Special Music; Handbell; Communion Assistants
- Create all worship folders
- Design and carry out Contemporary Worship (currently 1x/month)
- Soloists/Small Groups (select music, rehearse, direct, accompany)
- Church Instrumentalists (select music, rehearse, accompany)
- Oversee the Worship Ministry Team, Ushers, Altar/Worship Arts Team, Sunday Fellowship Team, Communion Assistants, Musicians
- Send out weekly “Worship Preview” email
- Copyrights

Additional Music/Worship Duties

- Handbell Cleaning/Repair
- Schedule Piano Tunings & Organ Repairs (Church & School)
- Play for weddings/funerals (or find accompanists/soloists)
- Coordinate Special Music Groups (WISCO, Koine, Branches, etc)
- Order Music, Supplies, and Equipment
- Manage Budgets: Music, Worship, Altar, Instrument Maintenance, Sunday Fellowship
- Find volunteers
- Work with non-music volunteers: Music Librarian, Sound guy, Videographers, Altar/Worship Arts people, etc.
- Find, suggest, implement new music and liturgical elements
- Accompany for school music when needed

Non-Music/Worship Duties

- Church/School Webmaster
- Lead Ministry Engagement Team
- Lead/Facilitate Bible Study when asked
- Design publicity pieces

Typical Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Worship	Off Day	Ministry Team	Morning Chapel	Off	Office	
		Office / Practice	Office / Practice	Bulletins / Worship Preview	Practice	
				Rehearsal Prep	Office	
		Evening Meetings (2x/month)		Rehearsals	Rehearsal (if needed)	Evening Worship

* Practice hours were requested/included in the position description for my call.

A Few Good Resources

- **Planning for Worship**

<https://connect.wels.net/AOM/ps/worship/Other%20Planning%20Helps/Forms/AllItems.aspx>

- **Practical Ideas for Lutheran Worship (articles from past *Worship the Lord* publications)**

<http://worship.welsrc.net/download-worship/wtl-practical-ideas-worship/>

- **Psalm Resources:**

- 1) *The Lyric Psalter* (three-year cycle collection) by Marty Haugen and Tony Alonso (GIA)
- 2) *The People's Psalter* by Hal Hopson (MorningStar Publishers)
- 3) *Reformation Psalter* (online at connect.wels, 4-part settings for choirs)
- 4) *A Hymn Tune Psalter*, Carl P. Daw & Kevin R. Hackett (Church Publishing Co)
- 5) Psalms for All Seasons <http://psalmsforallseasons.org/>

Resources cont...

- **Resource Books**

The Worship Pastor - *Zac Hicks (Zondervan)*

Christian Worship Handbook (*NPH*) - Scripture References in Hymns

Christian Worship Manual (*NPH*) - Worship Education Information

Christian Worship Electronic Pew Edition (*NPH*)

Christian Worship Supplement Electronic Pew Edition (*NPH*)

Planning Christian Worship (*NPH*)

- **Resource Website for Scripture Readings** (Evangelical Heritage Version translation) <http://wartburgproject.org/resources/lectionaries/>

- **Licenses Needed**

Onelicense.net

CCLI

NPH (yearly subscription to use electronic editions)

Question & Answer

