

**Position:** Music Director

**Purpose:** The Music Director will work in coordination with the Choir Director to oversee the music programming for all of Faith's worship services. Though various duties will flex according to the combined skill set of the Choir Director and Music Director, the Music Director will be responsible for at least one adult hand bell choir and one youth choir (vocal and/or chimes, depending on the available volunteer skill set). The Music Director will coordinate a performance schedule for these groups for regular and special worship occasions.

**Category:** Non-Exempt Salaried Part-time Program Staff; Estimated 20 hours per week

**Supervision:** The Music Director serves under the supervision of the Senior Pastor. The Music Director supervises Faith's staff musicians and is under the coordinating authority of the Worship and Music Board.

**Responsibilities:** Subject to review and adjustment in conjunction with the Senior Pastor and Church Council, the following constitute the major responsibilities of the Music Director:

1. Serve as staff musician and music advisor to the Senior Pastor.
2. Serve as a member of Faith's Church Staff and Worship & Music Board.
  - a. Meet weekly with Church staff.
  - b. Meet monthly/or as scheduled with the Worship and Music Board.
  - c. Submit monthly Task and Time Report outlining significant events
3. Recruit and maintain quality musicianship within the church's music programs.
  - a. Invite and welcome new members into the music of Faith
  - b. Invite guest musicians as appropriate, and if paid, coordinate with the Worship and Music Board for funding.
  - c. Encourage qualified members as soloists and members of small ensembles, both vocal and instrumental (i.e. Cantors, Brass, Flutes, Women's Quartet).
4. Ensure the organ and piano are tuned on a bi-annual basis or more frequently and repaired as necessary.
5. Schedule substitutes for worship organist, choir accompanist, and choir director as needed. If the Music Director is a capable organ and/or piano accompanist, they will be given "right of first refusal" to substitute for additional compensation.
6. Select, recruit, train and schedule cantors for Sunday and special services, as necessary.
7. Prepare/Coordinate Music Programs for regular and Special Services in accordance with Pastor, the Worship & Music Board and the Choir Director.
  - a. The Senior Choir will normally sing at alternate Traditional Worship services.
  - b. Special Services may include:
    - i. Readings and Carols Sunday
    - ii. Additional Christmas Eve services
    - iii. Ash Wednesday
    - iv. Maundy Thursday or Good Friday
    - v. Additional Easter services

- vi. Music Sunday
- vii. Other services as agreed upon by Director, Pastors, and Worship & Music Board

8. Responsibilities for Children's Music:

- a. Direct at least one youth vocal and/or hand chimes choir
- b. Provide weekly half-hour rehearsals for the youth choir with emphasis for at least one performance in the winter and one in the spring.
- c. Provide a summer music clinic or camp for either vocal and/or hand chimes choir
- d. The scope of the above listed responsibilities and duties, based on past activities, involves grades 2 – 6.
- a. Recruit, motivate, and encourage youth for the Children's Music program, including new members as their families join Faith.
- b. Serve as coordinator for any other youth level choir and/or instrumental activity as deemed appropriate by the music directors, Worship and Music Board, and pastoral staff.

9. Prepare/Coordinate Music Programs for special music events in accordance with Pastors and Worship & Music Board, to include:

- a. At least two music centered fundraisers per year with an outreach focus.
- b. Coordination with the church Secretary and/or Volunteer Coordinator for scheduling on Faith's Calendar of Events and Newsletter.
- c. Advertising for special music events within the local community.
- d. Coordination with Worship & Music Board for funding/shared funding with Outward Ministry Board.
- e. Coordinate with Worship & Music Board to determine music supplies budget line funding.
- f. Submit Vouchers and copies of receipts to Worship & Music Board for expense accounting.
- g. Maintain church sheet music files for ensembles directed.
- h. Work with Choir Director to create a database of church music files.
- i. Coordinate audio-visual requirements as needed.

**Working Conditions:** This position is projected at approximately 20 hours per week and may expand and compress over the course of the various church seasons. Work at home is allowed for personal planning purposes and personal rehearsal/practice, with in-person at church time required for coordination meetings and performances during services. The Music Director will provide a monthly status report that includes a weekly overview of time spent on assigned tasks. Where there is overlap with the Choir Director, they will coordinate to make sure they provide quality coverage with equal emphasis on each group.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Experienced musician with formal music education (B.A. or B.S., preferred).
- B. Five years of experience in leading music, preferred.

- C. Experience directing vocal and instrumental ensembles and/or choir.
- D. Traditional liturgical background preferred.
- E. Desire to work as part of a staff/music team to help further the mission, vision, and values of the whole church.
- F. Organized, creative, enthusiastic, patient, and resourceful
- G. Relates well to children
- H. Able to teach and motivate musicians through music education, fun, fellowship, energy and a positive Christian attitude.
- I. Excellent communication and relational skills (with both adults and youth).
- J. Able to maintain confidentiality of sensitive matters.
- K. Must satisfactorily complete government mandated background checks.
  
- L. Since this position qualifies as a Mandated Reporter for child abuse, within the first month of employment. must complete IDCFS training, with additional training at least every three years. Refer to Faith Lutheran's Child Protection Policy for more information.

Email your cover letter and resume to [hiringcmte@faith-online.org](mailto:hiringcmte@faith-online.org)