

# St. Barnabas Lutheran Church

Cary, IL

## Director of Music Job Description

March 2021

**Statement of Purpose:** For Lutherans, music has long been a means of strengthening faith in Christ and reaching out to a broader community with the message of the Gospel. St. Barnabas Lutheran Church considers music to be vital in growing an engaged church. It is an unapologetically Lutheran church with a liturgical bent and a strong commitment to diversity. We are interested in a variety of styles of music that will utilize the gifts of our past to reach generations of the future. Our Music Director will lead and equip our congregation in our greater ministry through the means of music.

**Reports to:** Pastor and Council Executive Team

**Position Status:** Non-exempt, part-time position (8-10 hours/week)

**Job Summary:** Worship is at the center of the congregational life of St. Barnabas Lutheran Church. The Director of Music's role is to help lead meaningful worship through developing and leading the church music ministry by managing the ongoing needs of the program and arranging for, leading, and scheduling the choirs and other special music as required. The Director is not responsible for doing all of the tasks of the worship and music ministry, but is responsible for making sure they get done. The ideal candidate will demonstrate passion for music ministry and connecting God and people through music. The role of the music ministry on Sunday is to accomplish this thematically, aligned with the weekly message.

### Job Skills and Requirements

1. Gifted at playing the piano and accompanying others; other instruments a plus.
2. Trained in choral conducting or the equivalent educational background and experience.
3. Have a good working knowledge of religious music; traditional, and contemporary.
4. Understand and appreciate the Lutheran liturgical heritage in worship and music.
5. Work well with the church volunteers, staff, choir members, and other musicians.
6. Pass a yearly background check

### Essential Functions:

1. Serve as the primary leader in the area of worship music ministry. Supervise worship and musical groups, including but not limited to:

- a. Adult Choir
  - b. Hand bells
  - c. Children's Choir
  - d. St. Barnabas Pre-school
  - e. AV and Sound Tech Teams
2. Direct the process of planning meaningful music for worship services that supports the theme and readings for the day. This includes, but is not limited to:
    - a. Playing the piano and accompanying the congregation in singing hymns, selecting and playing a prelude and postlude.
    - b. Enhancing the worship experience through the use of additional instrumentalists, vocalists, choir anthems and different liturgies.
    - c. Recruiting and motivating volunteer musicians for special music.
  3. Direct the vocal choir/s during worship and rehearsals.
  4. Arrange for special music (vocal and instruments) and supervise these musicians as needed.
  5. Select and coordinate songs for worship services with the pastor and Hymn Selection Team, submitting them to the office a month in advance.
  6. Select music for the choirs to perform during worship services, communicating in advance with the church office the titles of the songs.
  7. Be present for Sunday worship at two services and the following special services: Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday and the Sunday before Thanksgiving.
  8. Attend Worship and Music Committee meetings and work with the team and the pastor to plan worship and create a variety of worship experiences.

### **Other Responsibilities:**

1. Attend all staff meetings and check-in meetings with the pastor.
2. Provide input in developing the budget for the music ministry and recommend new music ministry resources within the budget.
3. Review familiar music and learn new music blending both hymns and more contemporary styles.
4. Participate in continuing education opportunities as the budget allows.
5. Organize and maintain a music library and keep the music room in good order.
6. Understand and comply with all music copyright laws.

### **Competencies:**

1. **Faith:** Lives a life of faith and shows the spirit of Jesus Christ through an energetic, caring and positive manner.

2. **Interpersonal Skills:** Demonstrates the ability to lead others; demonstrates the skills of active listening and openly accepts feedback; productively engages and resolves interpersonal conflict; holds others accountable in a spirit of love; engages people positively, with a demeanor of optimism, professionalism, respect, and Christian values.
3. **Process/Time Management:** Good at figuring out the processes necessary to get things done; knows how to organize self, people, and activities; efficiently prepares work that affects deadlines and others on the team.
4. **Creativity and Innovation:** Ability to think creatively and drive the music ministry process. Thinks outside the box to use talent more effectively. Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
5. **Influencing Others:** Reaches out to others both within and outside the congregation to both invite and inspire them to participate in the music ministry of St. Barnabas. Encourages others to cooperate, participate, and do their best in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate passion and commitment to an idea; creates an environment that others are happy to participate in.
6. **Technology:** Skilled at identifying and incorporating technology that encourages active participation in the music ministry both in-person and virtually.

Interested candidates should submit a cover letter, resume and links to audition recordings or videos to:

Search Committee  
St. Barnabas Lutheran Church  
8901 E. Cary-Algonquin Road  
Cary, IL 60013  
music@stbarnabas-cary.org