

# **St. Barnabas Lutheran Church**

Cary, IL

## **Director of Music Job Description**

June 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. At St. Barnabas Lutheran Church, we believe music is vital in growing an engaged church. We are an unapologetically Lutheran church with a liturgical bent and a strong commitment to diversity. We are interested in a variety of music styles to utilize the gifts of our past to reach future generations. The Music Director will lead and equip the congregation in its greater ministry through music.

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

**Position Status:** Non-exempt, part-time position (10-12 hours/week)

**Job Summary:** The Director of Music's role is to help lead meaningful worship that's aligned with the weekly message through developing and leading the church music ministry by managing the ongoing needs of the program and arranging for, leading, and/or scheduling the choirs and other special music as required.

### **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 working knowledge of traditional and contemporary religious music.
4. Understand and appreciate the Lutheran liturgical heritage in worship and music.
5. Collaborate with 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 and/or coordinate musical groups for worship.
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. Select choral music and direct the vocal choir(s) during worship and rehearsals.
4. Select and coordinate songs for worship services with the pastor and Hymn Selection Team, submitting them to the office a month in advance.

5. 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.
6. Attend monthly Worship and Music Team meetings; work with the team and pastor to plan and create a variety of worship experiences.

### **Other Responsibilities:**

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

### **Personal Qualities:**

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, actively listen, accept feedback, collaborate with others, engage people positively with professionalism, respect, and Christian values.
3. **Process/Time Management:** Determine the processes necessary to accomplish goals; organize self, people, and activities to meet deadlines.
4. **Creativity and Innovation:** Thinks creatively to drive the music ministry process in using talent more effectively. Generates new ideas; takes acceptable risks in pursuit of innovation; learns from mistakes.
5. **Influencing Others:** Reaches out to others to participate in the music ministry of St. Barnabas. 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](mailto:music@stbarnabas-cary.org)