



## Grace Lutheran Church

1300 Kishwaukee Valley Road

Woodstock, IL 60098

[www.gracewoodstock.org](http://www.gracewoodstock.org)

(815)338-0554

### **Job Title: Director of Worship and Music**

**Accountable To: Lead Pastor**

**Position Status: Part-time** --The position requires flexibility in hours available for work, including evenings, weekends, and holidays. The position is a part-time salaried position. The hours required during any given week are those needed to fulfill the responsibilities of the position and will vary at different times of the year. The expectation is approximately 15 hours per week on average.

### **Summary of Position:**

The role of Director of Worship and Music will be to collaborate with the pastor and staff to nurture the growth and development of a comprehensive music program for Grace Lutheran Church. This position will use a variety of musical styles to aid in the strengthening of our faith through worship.

### **Goal:**

The goal of this ministry is to support meaningful worship that's aligned with the weekly message through developing the ongoing needs of the program and arranging for the scheduling of choirs and other special music as required.

**Essential Duties and Responsibilities** include the following. Other responsibilities may be assigned.

- Music Worship Planning
  - Work in cooperation with the pastor in planning the music for all weekly and seasonal worship services – including hymn selection, anthems, special music and liturgical support.
  - Assist in the direction of music for special events, weddings and funerals.
  - Collaborate with the Worship and Music Committee.
- Coordination of Choirs
  - Chancel (adult), Bell, Youth choirs
- Accompaniment Coordination
  - Recruit and schedule vocal accompanists for worship services.
- Administration, Purchase and Maintenance
  - Establish, maintain, and execute a proactive maintenance schedule for all musical instruments.
  - Oversee the budget, purchase, and archiving of music for the choirs – including copyright reporting.
- Self-Development & Missional Support
  - Attend and participate in monthly ministry staff meetings.
  - Provide feedback on ways to better expand upon the mission of the congregation.

**Qualifications:**

- Experience or education in musical training including piano, organ, or voice.
- Have a working knowledge of traditional and contemporary religious music.
- Understand and appreciate the Lutheran liturgical heritage in worship and music.
- Strong leadership skills to foster a climate of invitation, outreach, welcome, openness, and acceptance.
- Professional work ethic and positive attitude, including maintaining confidentiality.
- Ability to communicate clearly.
- Strong organizational skills to handle multi-tasking and coordinating activities.
- Relational skills with children, parents, and people of all ages and backgrounds.
- Proficient in technology applications.

**Education and/or Experience:**

Degree and/or experience in music.

**Additional Initial Hire Requirements:**

- Pass a background check.

**If interested:**

Please submit a cover letter and resume to [jobs@gracewoodstock.org](mailto:jobs@gracewoodstock.org); applications accepted through May 20, 2022. If selected for an interview, we will request references.