



Grace Lutheran Church

1300 Kishwaukee Valley Road

Woodstock, IL 60098

www.gracewoodstock.org

(815)338-0554

Job Title: Director of Worship and Music

Accountable To: Lead Pastor

Position Status: Part-time – This 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 20 hours per week.

Summary of Position:

Grace Lutheran Church is seeking a Director of Worship and Music to collaborate with Grace's pastor, staff, and congregation to strengthen our worship ministry. The Director of Worship and Music will use a variety of musical styles to assist in the planning and leading of worship experiences, oversee music ministries, and equip volunteers to serve with faithfulness and joy.

Goal:

The goal of this ministry is to support meaningful worship that's aligned with the weekly message by inviting and encouraging participation in worship ministries and overseeing the scheduling of choirs and other special music.

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

- Plan and coordinate worship services in collaboration with the Lead Pastor to align with the gospel, seasonal themes, and church's theology and mission. Select appropriate music for individual, group, and congregational participation.
- Lead most weekly worship services and all special events (for example, Lent and Holy Week, Easter, Christmas and other occasional services).
- Recruit, rehearse, and direct musical groups and musicians, including children and adult choirs, handbells, hand chimes, band, ensembles and soloists. Communicate scheduling, building usage, and music preparation.
- Establish and maintain a proactive maintenance schedule for musical instruments. Coordinate with the A/V team regarding worship-related equipment and technology.
- Oversee the budget, purchase and archiving of music used by Grace, including copyright reporting.
- Participate in monthly ministry staff meetings and provide an end of the year report.
- Collaborate with other ministry leaders, and participate in outreach activities as requested.
- Coordinate and lead music for weddings and funerals. (First right of refusal or responsible for scheduling coverage, additional compensation per service from family).

Qualifications:

- Strong musical skills, piano and/or organ proficient, and experience in choral direction
- Experience leading worship in a church or ministry setting
- Ability to lead and develop teams with clarity, grace, and accountability to foster a climate of invitation, outreach, welcome, openness, and acceptance
- Organizational and communication skills with children, parents, and people of all ages and backgrounds
- Knowledge of traditional and contemporary religious music, understanding and appreciation of the Lutheran liturgical heritage in worship and music
- Proficient in technology applications and familiarity with worship resources and sound systems
- Professional work ethic and positive attitude, including maintaining confidentiality
- Willingness to support the mission and vision of Grace Lutheran Church

Education & Experience:

- Degree in music, music education, worship ministry, or related field preferred (or equivalent experience)

Additional Initial Hire Requirements:

- Pass a background check

If interested:

Please submit your resume and a brief cover letter to jobs@gracewoodstock.org to apply. If selected for an interview, we will request references. Links to worship-leading videos or recordings are welcome.