



THE EPISCOPAL CHURCH OF  
ST. JOHN THE EVANGELIST

2640 PARK DRIVE  
FLOSSMOOR, IL 60422  
(708) 798-4150  
WWW.STJOHNS-FLOSSMOOR.ORG

## Director of Music Job Description

<b>Job title</b>	<i>Director of Music</i>
<b>Reports to</b>	<i>The Rector</i>
<b>Work Hours</b>	<i>Sundays 10:00am Other services as coordinated with the Rector Additional rehearsal times to be determined</i>

### Job overview

The Episcopal Church of St. John the Evangelist is a pastoral-size congregation located in the Chicago South Suburb of Flossmoor. We are a progressive parish that worships in a traditional manner, recognizing that music unites us together as a community and draws our hearts and souls closer to God.

We are seeking a talented Director of Music who is well versed in a variety of musical genres to lead our congregation and volunteer choir in sung worship. The successful candidate will be familiar with the Episcopal liturgical tradition, will be a strong choral director, will be self-motivated and will work collaboratively with the Rector to grow and enhance the music ministry of St. John's. Preference is given to those who are proficient organists, however, consideration will be given to those who are talented pianists and are willing to train as organists. St. John's has a digital three-manual Ahlborn-Galanti organ.

This position is currently a quarter-time ministry staff position (approximately 10 hours per week). The Minister of Music will assist the Rector and other clergy in the care of the souls of the Parish, particularly those involved the music ministry.

The Episcopal Church of St. John the Evangelist is an equal opportunity employer and does not discriminate in its hiring practices. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, faith tradition, color, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other applicable characteristics.

### Qualifications and skills

- The Director of Music must exhibit a mature faith and have a passion for music as an act of worship, not a performance opportunity.

- At least a Bachelor's degree in music performance, church music, or other related field is preferred.
- Proficiency as an organist and pianist.
- Experience and competency directing a choir, forming individual members of various proficiencies into a unified voice.
- Knowledge and experience in liturgical worship, and familiarity with Episcopal liturgy and theology.
- Broad knowledge of historical and contemporary church music in its varied forms and genres.
- Ability to pass a comprehensive background check.
- Please note that all Church staff are required to complete the mandatory Keeping God's People Safe training prior to the commencement of employment and will be required to maintain current certification as a condition of continued employment.

### **Job expectations**

- In collaboration with the Rector, seek to nurture joy, reverence and participation in music as part of the congregation's life and worship.
- Participate in regular staff meetings with the Rector and other staff as necessary.
- Select music appropriate to the liturgical season for congregational singing, choral anthems, and/or instrumental reflection.
- Whenever possible, be available for weddings and funerals (with supplemental compensation). If necessary arrange for a substitute.
- Foster collegiality, motivate the highest possible musical quality, and nurture spiritual growth within the choir.
- Arrange for substitute when absent.

### **Working conditions**

The Minister of Music is a quarter-time, approximately 10 hours per week, position. There will be times during the church year that additional hours (with full compensation) will be necessary for the mission and ministry of the parish. These include, but are not limited to:

- Christmas Eve
- Christmas Day
- Feast of St. John the Evangelist
- Ash Wednesday
- Maundy Thursday
- Good Friday
- Easter Vigil
- Thanksgiving Day

Regular worship services at St. John's are on Sundays at 8:00am, 10:00am, and 5:00pm, and Wednesdays at 9:00am. The Director of Music is currently only expected to be present at the 10:00am service on Sundays.

### **Physical requirements**

This job requires that the Director of Music be well versed in organ and piano performance. Preference will be given to those candidates who are proficient organists, however, talented pianists who are willing to learn the organ will be considered. (All costs associated with organ instruction will be covered.)

## **Direct reports**

The Director of Music is responsible for recruiting, forming, and leading a volunteer choir.