

DIRECTOR OF MUSIC

Job Description – March, 2020

Calvary Episcopal Church, Lombard
calvarylombard.org

Founded in 1929, Calvary is a small family-style congregation with a big heart. Our average Sunday attendance is 40, with a 9-member choir. We have one worship service each Sunday at 9:00 a.m. We are an inter-generational congregation seeking to grow our Sunday attendance through dynamic worship experiences.

We are seeking an enthusiastic and energetic team member to lead our music program in achieving our Music Program vision. Calvary believes that music is a means by which the glory and presence of God is made known in our lives. We seek to provide music as an avenue for spiritual development and participation in ministry. We want our music program to embrace our desire for growth in inter-generational and diverse membership. We are a congregation seeking to learn, sing, and enjoy a variety of music that represents the world.

Essential Functions of the Director of Music

- Provide music leadership at every Sunday worship service, using our electronic keyboard. Accompany other services as needed, including ecumenical services and multi-racial/ethnic services. Weddings and funerals will be offered for a set fee, with the Director of Music having first right of refusal.
- Select the music for each worship service in consultation with the Rector, and insert music as needed into the bulletin master on the computer.
- Rehearse the Adult Choir every week from September through May. Foster social relationships within the choir, and recruit new members from the congregation whenever possible.
- Recruit, schedule and rehearse other instrumental and vocal musicians from within the congregation (and outside of it when applicable) to supplement the choir, especially during High Holy Days and during the summer.
- When applicable, work with the Sunday School teacher and children to rehearse songs for special services or events.
- Manage and develop music resources, including our music library, online subscriptions to CCLI, Ritesong, and other copyright licenses.
- Keep the keyboard in good working condition.
- Attend staff meetings, Worship Committee, and Vestry retreats as needed.
- Maintain information about the music program on the church website, assisted by the Church Administrator.
- Share upcoming music events and opportunities on social media.
- Develop annual plans for the music program, including the budget, with the rector and parish leadership.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the vision and values of Calvary by reflecting Christ's image through love, inclusion, and service.
- **Musicality:** Can play proficiently the electronic keyboard. Can lead other instrumentalists for worship. Enjoys working with singers of all ages and talents. Accesses and uses a range of high quality Christian music traditions, including traditional Anglican repertoires, as well as gospel, contemporary, jazz, early American, and world music.
- **Collaborative Spirit:** Able to work with all ages and diversity of people. Able to exude excitement in worship while encouraging choir members and the congregation to worship in song. Visible and known personally to all church constituencies and to community leaders. Able to attend some Calvary events outside of worship.

Minimum Qualifications

- Study in music by both lessons and textbooks is required.
- Able to play the electronic keyboard well.
- Able to direct a choir from the keyboard.
- Music experience in a liturgical church is very desirable.
- Physically able to climb stairs to the choir loft.
- Meet all parish and Diocesan Human Resources requirements.

Other

- Expect to work 8-12 hours per week, depending on the season.
- Salary \$10,000 to \$13,000, depending on experience.
- Weddings and funerals will pay an additional set fee, with first right of refusal to the Director of Music.
- Director of Music may use the church's music facilities for private teaching.

To Apply

For more information, email Audrey Schuurmann at audreyschuurmann@gmail.com

To apply for the position, email a resume and cover letter to audreyschuurmann@gmail.com, explaining how your training and experience qualify you to perform the Essential Functions listed above. Please include the contact information for two references who can attest to your experience.

Applications must be received by March 15, 2020.