



Community Protestant Church UCC
418 N Prairie Ave Mundelein, IL 60060
Music Director Job Description

The music director will organize and lead the music ministry of the church, collaborate with the pastor in planning and leading the music for worship.

Responsible Board: Deacons

Regularly works with: Pastor(s), Keyboardist, Music rep. of Diaconate Board, church members, outside musicians.

Talents desired: Ability to work collaboratively with others. Possess good organizational and communication skills. Flexibility. Experience and knowledge of church music. Ability to play hymns and special music of moderate difficulty.

Proficiencies desired: Vocal (as director and performer), Keyboard, Guitar

Anticipated Weekly Time Commitments:

- Sunday Worship (including pre and post prep time) – 2.5 hours
- Choir Rehearsal – 1 hour
- Weekly worship planning with pastor – 1 hour
- Independent planning – 1.5 hours
- Personal Practice – 2 hours
- Recruiting/scheduling musicians/monthly Diaconate meeting – 2 hours

Additional time may be required during special events and church holidays and for planning meetings.

Responsibilities / Duties:

- Coordinate and plan (in consultation with the pastor(s) and accompanist) all musical elements of worship services, including: hymns, anthems, prelude, offertory, postlude, and music during distribution of Communion elements.
- Supervise and direct all musical staff and volunteers.
- Play/lead singing at Sunday Services (currently 9:30am).
- Play/lead as scheduled for special services, including but not limited to: Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunday.
- Recruit and lead musical talent from within the congregation (revive a currently dormant adult choir, launch a children's choir and other ensembles, etc.).
- Recruit/lead musical talent from outside of the congregation, as needed (special worship needs, etc.).
- Manage, maintain, and supplement the church's music collection within a given budget.
- Ensure compliance with applicable copyrights.
- Organize and maintain musical equipment and choir robes.
- Serve as substitute during vacations of other musical staff.
- Be available to play, for extra compensation to be provided by those requesting services, for weddings, funerals, memorial services, as needed.

Compensation:

- Commensurate with experience and skill, paid on the 15th and last day of the month.

To Apply:

- Email a current résumé (or other brief description of experience) to: work@communityprotestant.org or call the church office at 847.566.4000. Please, no in-person applications.