

**River Glen Presbyterian Church**  
**Naperville, IL**  
**Director of Music**

Reports to: Pastor, Head of Staff; Worship, Music, and the Arts Team (WMA); and Personnel

Status: Half-time, salaried

Schedule: Sunday mornings, rehearsal evenings, flexible as arranged with Head of Staff

Pay rate: Paid semi-monthly

FLSA: Exempt

**Job Summary**

The Director of Music oversees the music ministries including collaborative worship planning, serving as the primary pianist, worship team director, and adult choir director. The Director of Music seeks to provide a coordinated and excellent worship experience that glorifies God and helps achieve the mission of River Glen Presbyterian Church: experiencing God's love and making Jesus known.

**Essential Functions**

- Attends weekly meetings to collaborate with the preaching pastor in planning the Order of Worship and to coordinate the worship music and the weekly message
- Plans, rehearses, and provides music appropriate for each service of worship throughout the entire year, including special services such as Ash Wednesday, Good Friday, and Christmas Eve.
- Directs the adult choir for singing in worship monthly from September through May; Trains the choir in appropriate vocal and choral techniques. Mentors the choir in sacred music.
- Directs the Worship Team in weekly rehearsals, arranges and writes music as necessary; mentors team members in worship leadership
- Oversees the SongShowPlus program for weekly worship. Prepares song lyric slides; Creates thematically coordinated background slides; oversees special slide shows and videos; oversees all final editing.
- Encourages and recruits new members (vocalists and instrumentalists) for all River Glen music ministries.
- Participates as a member of the ministry staff attending bi-weekly staff meetings and monthly WM&A meetings.
- Oversees the volunteer directors for the Children's Choir and Handbell Choir
- Provides responsible fiscal oversight to the music-related items in the church's annual operating budget including the care of instruments, purchase of music, and arrangement for guest musicians.
- Supervises and arranges for substitute accompanists and outside musicians as needed;
- As available, provides music for weddings, funerals, and memorial services with arranged fees.
- Works closely with AV coordinator to ensure audio and video equipment is working properly for worship, audio needs for musicians and speakers are met, and the AV coordinator is aware of any special needs for services audio or visual.
- Ensures that music libraries are organized and maintained for each ensemble within the program.

**Minimum Qualifications**

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Presbyterian tradition and reformed worship.
- Skilled pianist and vocalist with performance and directing experience.

- Professional knowledge of liturgy and worship.
- Excellent interpersonal skills.
- Able to pass sexual misconduct background checks and willing to submit to criminal background check.

### **Physical Requirements**

- Able to move freely in and out of buildings.
- Able to speak in a public forum.
- Able to physically perform all essential functions.

### **Core Competencies**

- **Attention to Detail:** Consistently attends to the many small pieces that must be assembled into an organized whole, follows up on missing or out-of-balance items, resolves unanswered questions needed to address a problem, and keeps the larger picture in mind while tending to the smallest details.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes.
- **Collaboration:** Works cooperatively with others inside and outside the congregation to build and maintain mutually positive and productive relationships, communicating effectively, contributing ideas, and listening appropriately with staff and congregation.
- **Ethics and Values:** Honors the core values and beliefs of River Glen Presbyterian Church in choice of behaviors, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others, and is able to maintain confidentiality appropriately.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; is flexible.
- **Time Management:** Uses rehearsal time effectively and efficiently; respects the time of others; meets weekly deadlines as determined by staff; can appropriately balance priorities and accomplish goals.