Wesley United Methodist Church
21 E. Franklin Ave.
Naperville, IL. 60540
www.wesleynaperville.org
info@wesleynaperville.org
pastor@wesleynaperville.org
Phone: (630) 355-1834

Position Title:

Director of Music

Reports to:

Pastor, Staff Parish Relations Committee, Church Council, Worship Team

Job Objectives:

The Director of Music shall conduct and develop vocal choirs, provide music for weekly and special services, and support and nurture music programs at Wesley.

Responsibilities:

- Lead the music ministries
  - Rehearse Chancel Choir weekly
  - Lead music in the services
  - Participate in worship planning as part of the Worship Team
  - Communicate with Bell Director
  - Schedule special music
  - Provide for substitute accompanist and/or director as necessary
  - Confer with Finance Committee, submit and oversee the music budget
  - Order new materials (anthems, folders, etc.)
  - Engage and rehearse additional instrumentalists.
- Communication
  - Submit choral and special music selections for Sunday Bulletin
  - Submit information about special musical events (bulletin and newsletter)
  - Use email and phone to relay information and schedules to choirs
  - Attend Staff meetings
  - Attend Worship Team meetings
  - Attend Church Council meetings
- Recruitment
  - Invite others to join choirs
  - Invite instrumentalists and vocalists to share their talents
- Maintenance
  - Organize and maintain music library
  - Maintain choir robes and folders
  - Supervise instrument maintenance
- Miscellaneous

- Maintain good relations with the choirs through encouragement, praise, and social activities
- Maintain program of professional development
- Participate in professional activities

Qualifications for the position of Director of Music:

- Education: BS or BA in music or music education is preferred
- Skills: conducting, vocal, and piano
- Some previous experience

Time Off:

- A maximum of 4 Sundays per year prearranged and preapproved by the pastor.
- In the event of emergency or illness, the Director of Music must immediately contact the pastor and accompanist to arrange coverage.

Hours:

- As needed to successfully perform responsibilities

Compensation

This is a salaried position. Compensation will be commensurate with education and experience.

Application:

Send applications to the Pastor and church office at the above address.

Disclaimer:

The above information is intended to describe the general nature and level of work for the Director of Music. It is not intended to be interpreted as a complete list of all duties, responsibilities or requirements for this position.