

ST PAULS UNITED CHURCH OF CHRIST, CHICAGO

DIRECTOR OF MUSIC POSITION (PT)

OR

COMBINED DIRECTOR OF MUSIC/ORGANIST POSITION (FT)

Reports to: Senior Pastor

St. Pauls United Church of Christ is seeking either a part time Director of Music or a full time Director of Music and Organist Position (OCM). As a congregation of the United Church of Christ, we embrace respect for individuals and families of all backgrounds and configurations in a joyful expression of Christian faith in the city. We do this through worship, respect for individuals, fellowship, lifelong Christian education, social justice advocacy, and support of programs and services consistent with our core values.

St. Pauls is an Open and Affirming congregation, achieving that designation in 1989. We accept into the congregation and as friends all who believe in God without regard to race, color, age, marital status, national origin, gender, gender identity, sexual orientation or physical ability.

We have a 50+ member Chancel Choir that sings contemporary anthems, Jewish liturgical music, African-American spirituals, German chorales, Gospel songs and special offerings such as cantatas. Additionally, we have three children's choirs conducted by church members; a gospel quartet that plays every Sunday in worship (piano, bass, drums, vocalist/trumpet); an Intergenerational Orchestra that performs annually; an annual Bible Off Broadway musical production by our Sunday School; an annual "How Sweet the Sound" Gospel music service; and a wonderful Aeolian-Skinner organ with over 5000 pipes, 98 ranks and four manuals and pedals.

This is a rare opportunity to join a joyful staff serving a thriving mainline protestant church in a vibrant urban setting.

DIRECTOR OF MUSIC POSITION

Part-Time Director of Music General Job Description: This position provides musical leadership for all church choirs, bands, and orchestras; researches, plans, consults, implements, and monitors the ministry of music for St. Pauls to actively engage the congregation in worship through music. Additionally, the Music Director prepares and monitors budgets for the music department, oversees the performance of the music staff and volunteers, ensures the development of their musical talents; and sets and attends meetings and rehearsals with ministry partners.

Work Schedule: The Music Director shall generally work twenty hours each week, this includes rehearsing and performing during the day or night on weekdays and weekends, particularly Sundays in accordance with the needs and schedule of church services and as personally arranged, and mutually agreed to with the Senior Pastor.

Education and Experience: An advanced degree in Music. In addition, this position requires five plus years of experience in Church Music Ministry; expertise in supervising and managing choirs, musicians,

and congregants in order to integrate musical elements into the worship experience; competency in teaching music and choral directing is required. Along with the classical music and the sacred music and hymnody of the church, the Director of Music will have a love for and aptitude in a variety of musical genres, in particular gospel, folk and jazz. Our Gospel Quartet is led by its own pianist, but support for and collaboration with the group is an important part of the Music Director's work.

Required Skills/Abilities: The Music Director must demonstrate excellent musicianship as well as interpersonal skills and patience, clarity, and ease of communication necessary to teach well; must demonstrate the ability to adhere to schedules, must complete projects/assignments in a timely fashion when called upon, must cooperate and work effectively with teams, and effectively work with all levels of music ministry partners.

Physical Requirements: Prolonged periods sitting and/or standing; use of hands to handle, control, or feel instruments, tools, or controls; repetitive movements; occasionally lift and/or move up to 20 pounds; ability to: hear sounds and recognize the difference between them; ability to focus on one source of sound and ignore others; ability to understand the speech of another person; ability to speak clearly so listeners can understand; ability to regularly reach with hands and arms.

Duties/Responsibilities:

Worship Experience

- Lead worship as an expression of and grounded in Christian faith.
- In cooperation with the clergy and others, plan and provide leadership of the church's music program for worship services, church events, etc.
- Coordinate hymn accompaniment between the organist and the gospel quartet.
- Select and provide music appropriate for each regularly scheduled Sunday service and all additionally assigned services during the year.
- Encourage and lead robust congregational singing.
- Coordinate rehearsals, establish schedules and budgets, set objectives and guidelines, and select resources for the music ministry.
- Attend regularly scheduled meetings with the Senior Pastor, Associate Pastors and/or other musicians as needed, and attend regularly scheduled staff meetings.

Ministry Resources

- Recruit choir members, soloists and musicians for regular or special choirs and other musical programs.
- Meet regularly with all leaders of the various music program offerings to address needs of each as well as worship calendars, etc...

- Schedule and lead choir rehearsals; conduct and lead the choir in performance; foster each singer's musical growth; and appoint senior choir members to become section leaders, soloists, and assistant conductors.
- Supervise the maintenance of and additions to the music library and equipment including: music, supplies, instruments, and other equipment for use in the church's program.
- Provide support for bulletin development to ensure hymns and special music are included.
- Provide audio support for other areas of the building as needed for worship, etc...

Relationship Management

- Connect the church to the broader community of church musicians by attending conferences and seminars to bring back new pieces, techniques, and literature for development of the music department and singers.
- Establish and maintain contact with resources both within and outside the church's community to facilitate the growth of new ideas.
- Maintain own professional competence through regular music practice.
- Attend ministry partners meetings, special call meetings, coaching sessions, etc., when called upon.

Other

- Perform other duties as necessary and/or assigned.

ADDITIONAL DUTIES OF OCM, DIRECTOR OF MUSIC/ORGANIST POSITION

In addition to the Director of Music responsibilities listed above, the Organist Choirmaster (OCM) will have the following responsibilities.

Organist Job Description: This position is responsible for providing musical leadership to the assigned choirs and bands, providing organ and piano music in a professional manner for all assigned worship services and all seasonal and special services as assigned. The Organist provides organ and piano music for weddings and funerals and shall be permitted to receive additional compensation from the parties involved.

Work Schedule: The Organist shall generally work twenty hours each week, this includes rehearsing and performing during the day or night on weekdays and weekends, particularly Sundays in accordance with the needs and schedule of Church services and as personally arranged and mutually agreed to with the Senior Pastor and/or Music Director.

Education and Experience: Degree in organ performance, music, or a related field; minimum of two years' experience in worship setting.

Required Skills/Abilities: Demonstrable organ playing skills; ability to control the various stops and pipes that make up the instrument, as well as being able to read music quickly and accurately; ability to provide cues to the musicians, indicating changes in tempo and dynamics; ability to lead a choir or congregation in singing; have a thorough working knowledge of the congregation's worship services and a theological understanding of church music; be able to communicate in a clear and friendly manner with the pastors, music ministry partners, fellow employees, church choir, Faith Formation and Worship Ministry, and members of the congregation.

Duties/Responsibilities:

Musical Leadership

- Select and provide appropriate organ music for each regularly assigned Sunday service and all additional assigned services throughout the year.
- Rehearse on an agreed upon regular basis per week with the choir, individually and for special services.
- Report to the appropriate St. Pauls Ministry on the condition and needs for the maintenance of the church's musical instruments (i.e. organ and pianos).
- Oversee the use of the chancel organ by any other persons, approves guest organists or recitalists as required.
- Accompany hymns, anthems and service music; prepare solo pieces for Prelude, Offertory and Postlude.

Private Teaching

- Provide advance notice and coordinate scheduling with office staff use of the facilities for private teaching lessons to ensure avoidance of conflict with the needs of the institution.

Special Services

- Receive additional compensation for providing music for assigned weddings and funerals held within the church requiring organ or piano music with the understanding that there are no guaranteed number of weddings and/or funerals implied or promised in any calendar year. (Additional remuneration for special music or extra rehearsal with musicians shall be based on event/music.)

Other

- Perform other duties as necessary and/or assigned.

Application Deadline: 1/10/2026

Salary Range: Part Time \$40,000-\$60,000. Full Time \$80,000 - \$110,000

Benefits included

Apply With:

- **Cover Letter and Resumé**
- **Three Professional Letters of Recommendation**
- **Any links to recent worship services, programs, recordings and other portfolio samples as available**

Send Application to: Jobs@spucc.org

Questions: Senior Pastor Matt Fitzgerald - mfitzgerald@spucc.org