



# **S**HILOH BAPTIST CHURCH **Of WAUKEGAN**

**800 South Genesee Street  
Waukegan, Illinois 60085  
CHARLES J. IVY, Pastor**

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## **Position Description**

Shiloh Baptist Church Waukegan is one of the oldest Baptist churches on Lake County's north shore. We are currently seeking a musician to join our Music Department, serving as organist and performing administrative duties.

The musician we are looking for will facilitate an atmosphere in which God is worshipped and glorified. S/he, in collaboration with existing staff musician, provides direction, oversight, and coordination of the musical elements of our worship. The ideal candidate will have the ability to encourage and lead the congregation, facilitating an atmosphere of participation among congregants. The ideal candidate has a diverse musical background, with knowledge of traditional Baptist hymns as well as contemporary gospel.

This position has great opportunities for growth and honing musical skills. As the church strives to be a light in the surrounding community, the musician will need to be able to understand the vision of the pastor and be willing and able to support this vision. The ability to work with individuals of all ages, including children and youth, will be necessary as the church attempts to reach younger individuals and facilitate their spiritual growth and development.

### **Primary Duties** – *in collaboration with existing staff musician, s/he:*

- ~ Selects music for Sunday morning worship, including collaborating with the pastor to select hymns. Coordinates or leads other vocal/instrumental ensembles, exploring a wide range of sacred music
- ~ Plans music for all worship services— including offertory music, postlude, and other special music—to enhance and enrich the worship service as well as enhance Shiloh's community outreach and vision of revitalization.
- ~Directs a volunteer choir and runs rehearsals
- ~Works with the sound room ministry to ensure music and visuals being displayed complement one another.

- ~ Engages the congregation in order to expand their participation in worship.
- ~ Develops music opportunities for everyone, including youth involvement.
- ~ Coordinates and plans music for holidays and special worship events (e.g. Christmas, Easter children's cantatas, special performances) as well as seek the involvement of other musical organizations and groups of the wide community.
- ~ Communicates and provides music to all volunteer musicians, providing them ample time to prepare and learn the pieces for choir practice sessions.

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*The person hired in this position must remain cognizant of the range of musical preparation of the voluntary members of the choir and is supportive of both the musically trained and untrained.*

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**As the position grows, the person hired in this position will:**

- ~ Plan, organize, and budget for the music ministry's needs
- ~ Prepare and present a report at each meeting concerning the music ministry.
- ~ Coordinate the maintenance, tuning, and repair of all musical instruments owned by the church. - *Encourage a music ministry that uses multiple types of instruments.*
- ~ Select and handle the purchase of all music for the music program, observing budgetary guidelines.
- ~ Provide Office Administrator with Sunday music selections in a timely manner for inclusion in the weekly Sunday bulletin.
- ~ Adhere to applicable copyright laws with regard to the use, duplication, distribution, and broadcast of music and/or lyrics.
- ~ Maintain an open attitude to developing and altering the music program as the needs and interests of the congregation evolve.
- ~ Show a commitment to the church's mission – *Together, growing the body of Christ*

### **Qualifications and Requirements**

- 1.) Demonstrated experience in choral or instrumental conducting in a church or school setting is required.
- 2.) Must exhibit a high level of professionalism and proficiency in many kinds of music and performance.
- 3.) Ability to work cooperatively to meet goals with the church staff and members of other teams and committees.
- 4.) Demonstrated proficiency in organ and piano accompaniment.
- 5.) Familiarity with Protestant Service, worship music and hymnody.
- 6.) Willingness to explore different forms of music for use in worship service.
- 7.) Strong organizational skills and time management
- 8.) Must have self-awareness, willing to improve areas where weak. Must be able to thrive under the constructive criticism of church leadership by whom he/she will be evaluated annually.
- 9.) Requires passing criminal and sexual misconduct background checks.

### ***Salary commensurate with duties and experience***

**Interested applicants should send a cover letter and resume to Patricia Appling, Church Administrator, at [admin@shilohbcw.org](mailto:admin@shilohbcw.org) Please write *Musician* in the subject line.**

**Letters of interest will be reviewed as received; position will remain open until filled.**