

Director of Music Ministry Job Posting: St. Gilbert Church- Grayslake, IL

About Us:

- St. Gilbert Church and School is a large, vibrant and welcoming Catholic community serving hundreds of households in the quaint, historic village of Grayslake, Illinois, located about 40 miles north of central Chicago. We are searching for an enthusiastic person of faith to become our parish Director of Music Ministry.
- The Director will responsibly and effectively plan, coordinate and lead parish liturgical music with a vision for providing high quality music that encourages the full participation and engagement of our worshipers. The Church has a newer organ, a grand piano, keyboards, percussion and up to date sound equipment for the use of the Music Ministry.

Job Description

- Plan and lead, or oversee, liturgical music for Saturday 5 PM, Sunday 7:30, 9, and 11 AM Masses; also the Wednesday 8 AM Mass with St. Gilbert School students
- Provide music, accompanists and vocalists for weddings, funerals, and other special liturgies in the Church and Chapel, as needed
- Select music from current hymnals (Gather and Spirit & Song), updating and developing worship aids when needed
- Prepare and distribute copies of music and a song list for musicians and vocalists each week; coordinate schedules for all participants
- Plan and conduct weekly adult choir rehearsal, children's choir and pre-Mass practice sessions
- Recruit, develop and direct vocalist and instrumentalist volunteers of all ages, motivating them to grow and continue serving
- Participate and collaborate during monthly Liturgy Committee meetings, periodic meetings with pastor and bi-annual archdiocese music minister meetings
- Provide updated written, audio and video content to post on parish website, bulletin and social media channels to showcase music ministry activities and information
- Report music usage following copyright and licensing requirements; manage budget, and maintain music equipment and workspace
- Develop self and ministry participants periodically through in-person training workshops, online content or other resources

Job Requirements:

- Strong keyboard skills required (ideally plays both piano and organ), vocal skills required; ability to play and sing at Mass independently when necessary (and also accompany); other instrument skills a plus
- Bachelor's degree in music is preferred, but consideration given for equivalent experience
- Ability to select appropriate music for each liturgy and liturgical season, drawing from traditional and contemporary styles, choosing songs the congregation can readily sing
- Effectively teach new music in both group and individual settings, discerning and setting a standard for participant readiness so that music performed has appropriate quality
- Computer/tech/music skills: ability to manage email/text & group lists, operate sound system, transpose and print music, and develop lead sheets; music composition a plus
- Practicing the Catholic faith as member of our parish, or other Roman Catholic parish, creating opportunities for prayer, faith formation and evangelization when appropriate
- Demonstrate good communication skills, adaptability, and collaboration with parish staff, volunteers and parishioners, fostering unity amongst liturgical presiders and participants, staying abreast of current developments within the parish, diocesan and Catholic music communities
- Demonstrate an approachable style, building rapport with the St Gilbert Community, helping to foster a culture where parishioners are encouraged and motivated to sing
- VIRTUS training and background check