

SALEM LUTHERAN CHURCH

1145 DeKalb Avenue, Sycamore, IL 60178 815.895.9171 www.slcsycamore.org

Salem Lutheran Church is a growing, joy-filled ELCA (RIC) church, sharing Christ's love through social service and embracing diversity, seeking talented and energetic leaders for its Music and Creative Arts programs.

Choir Director - Pianist/Organist/Keyboard Player - Coordinator of Creative Arts

Applicants may apply for the position of:

Coordinator of Creative Arts - Choir Director - Pianist/ Organist/Keyboard Player

or

Coordinator of Creative Arts - Choir Director

or

Coordinator of Creative Arts - Pianist/Organist/Keyboard Player

Salem currently has a Coordinator of Handbells and a Coordinator of Puppets.

JOB DESCRIPTION(S)

CHOIR DIRECTOR

The Choir Director works closely with the Pastor and other members of the Creative Arts team to provide choral music within worship services (anthems, descants, choral verses) and supports the choir in their role as worship leaders.

RESPONSIBILITIES AND DUTIES:

1. Directs the choir which rehearses weekly and sings on Sundays in worship from the beginning of September through Trinity Sunday.
2. Works with the Pastor and Keyboard Musician in planning music; developing and issuing schedules.
3. Works with the Pastor and Creative Arts Coordinator in planning Festival services (listed in "ADDITIONAL REQUIREMENTS AND QUALIFICATIONS").
4. Leads rehearsals in a manner that provides excellent music for worship.
5. Orders music as needed; organizes and maintains the church music library.
6. Works with the Pastor and the Creative Arts Coordinator to recruit and provide soloists or vocal ensembles for special music for Saturday night worship and summer worship.
7. When the choir is not present, serves as Cantor leading the congregation in song.

QUALIFICATIONS:

1. Experience in choral conducting
2. Ability to conduct a rehearsal with or without an accompanist

PIANIST/ORGANIST/KEYBOARD PLAYER

This person will work closely with the Pastor and other members of the Creative Arts team to provide organ and/or piano leadership for worship.

RESPONSIBILITIES AND DUTIES:

1. Provides organ and/or piano music for all weekly worship services.
2. Accompanies the Adult Choir at one mid-week rehearsal and Sunday morning and for services listed in "ADDITIONAL REQUIREMENTS AND QUALIFICATIONS".

3. Works with the Coordinator of Creative Arts and the Choir Director to procure soloists as needed, and rehearses with them to provide accompaniment in worship.
4. Plays for Weddings and Funerals as requested (with additional compensation), with the right of "first refusal".
5. Works with the Pastor and/or Creative Arts Coordinator to keep the organ and all Salem pianos tuned and maintained.
6. Secures substitute for vacation absences with volunteers or with monies budgeted.

QUALIFICATIONS

1. Ability to play hymns, liturgy, anthems and accompaniments at sight on piano and organ.
2. Knowledge of basic music theory, including simple transpositions and harmonizing a melody.

CREATIVE ARTS COORDINATOR

RESPONSIBILITIES AND DUTIES:

1. Coordinates schedules and oversees all Creative Arts groups and special music for worship services throughout the church year.
2. Familiarity with computer technology and virtual platforms/models for alternative electronic methods for worship ministry.
3. Communicates (in-person, email, Zoom, Google Meets) weekly with the leadership of the Creative Arts programs.
4. Identifies and recruits new members to share vocal and instrumental talents with the congregation.
5. Works with other Creative Arts staff to monitor a procurement and maintenance schedule for all Creative Arts programming of the Carillon, musical instruments, puppets, and A/V equipment.
6. Secures contract musicians for special occasions as budgeted.
7. Collaborates with Children and Family Coordinator to provide opportunities for children and youth to share musical gifts in worship.

QUALIFICATIONS:

1. A love for the visual and performing arts.
2. Strong administrative skills.
3. Ability to lead a team.
4. Working knowledge of Microsoft Office and Google platforms.

ADDITIONAL REQUIREMENTS AND QUALIFICATIONS FOR ALL POSITIONS:

1. B.M., M.M, or equivalent experience.
2. Enthusiasm for recruiting and encouraging participation in the Creative Arts by people of all ages.
3. Comfort in working with music in a variety of styles appropriate in the Lutheran worship setting.
4. Knowledge of Lutheran liturgy and the role of music in Lutheran worship.
5. Participates in weekly worship services: Saturday 5:00 and Sunday 9:30; seasonal worship services (mid-week Advent, Christmas Eve services, Epiphany, mid-week Lent, Holy Week, Thanksgiving Eve).
6. Assists in preparing and managing the Creative Arts budget.
7. Compliance with licensing agreements and copyright procedures.
8. Other activities consistent with the job description as assigned by the Pastor, Worship Committee, and/or the Executive Committee.

9. Participates in meetings called by the Pastor, Executive Committee/Church Council, and Worship Committee.
10. Reports monthly to the Church Council.
11. Submits a report for the Annual Meeting.
12. Possesses excellent organizational skills, with an ability to meet deadlines and relate to others with clear verbal and written communication.
13. Has passion for making worship a meaningful experience for the congregation.
14. Maintains confidentiality of church-related business both on and off the job.
15. Works with the staff to create an atmosphere of camaraderie and cooperation.
16. Exhibits the Christian faith while witnessing to God's grace, love and forgiveness, consistent with the statements of faith and teachings of the ELCA.
17. Participates in continuing education opportunities to the extent the budget allows.

COMPENSATION

Due to the multiple options in hiring, compensation will be determined annually based on experience and in reference to types of services, frequency, and other related factors.

Position open until filled. Interviews begin September 22.

To apply please submit the following in a pdf format:

- Résumé
- cover letter

Please indicate your interest in specific positions.

Deacon Marti Bein, Interim Minister

interim@slcsycamore.org

815.895.9171

SALEM LUTHERAN CHURCH

Mission -

By grace, Salem seeks to live Christ's love which nurtures and grows faithful people grounded in God's word.

Values -

- Community Outreach and Service
- Faith Journey
- Hospitality
- Teaching the Faith
- Welcoming Diversity
- Worship

Vision -

Salem seeks to inspire engagement through Christ-centered programs, build enthusiasm for mission and foster a joy-filled environment.

September 1, 2025