

**United Protestant Church**  
**54 S. Whitney St., Grayslake, IL 60030**  
**Contact Rev. Dr. Jason Okrzynski with inquiries**  
**at [seniorpastor@upcgl.org](mailto:seniorpastor@upcgl.org).**

**Job Description Profile**

**Job Name:** Music Director

**Job Description:** The Music Director is responsible for conducting the Choirs on Sunday mornings at all services, Labor Day through Memorial Day, with special services during Christmas and Easter.

This role reports directly to the Senior Pastor.

**Functional Skills:**

- Strong attention to detail
- Quality focus
- Strong interpersonal skills
- Ability to plan, prioritize, and adjust as needed to complete work in a timely manner
- Open and adaptable to change
- Excellent verbal and written communications skills
- Self-starter
- Demonstrates ability to guide music program and influence decisions
- Understanding of Christian music

**Responsibilities:**

- Direct choirs at weekly Sunday morning services as well as holy week services, three Easter and Three Christmas Eve Services.
- Direct weekly rehearsals, as well as warm up and Sunday music.
- Inform the UPC Administrative Assistant what music and musicians need to be in the Sunday bulletin by 9 AM on Thursday morning
- Select and order music for the choirs
- Schedule cleaning of choir robes
- Attend monthly Worship Committee Meetings
- Attend seasonal worship planning meetings (approx. 2 per year)
- Meet with Senior Pastor quarterly for coordination of music in worship
- Arrange for replacement conductor in the event of absence
- Arrange for alternative music if choir is not able to present (Worship Committee and Pastor must have 2 weeks notice of such event)
- Support and develop the experience of congregational singing
- Maintain music library
- Coordinate maintenance of bells and other instruments with Worship Committee

**Technical Skills:**

- Degree in music preferred, or equivalent choral conducting experience
- Be proficient in choral conducting and, at least, one instrument (ex.: voice, piano, guitar)
- Teach proper technique to singers and ringers
- Be able to direct and motivate choir to perform at their best
- Work well and openly communicate with Pastors, staff, Worship Committee and choir members