

POSITION DESCRIPTION

Music Director

First Congregational United Church of Christ, Salem, Oregon

We are a Just, Peace, Open and Affirming Congregation of the UCC. This church welcomes everyone without regard to race, gender, age, sexual orientation, ethnicity, economic class, marital status or physical/mental abilities and encourages all to share in the life and leadership of the congregation.

Title: Music Director

Supervisor: Pastor

Status: Contract/Non-exempt

Salary: \$13,000 annual salary (12 hours per week; 10 months per year from mid-August to mid-June) Salary can be pro-rated over 12 months.

Music Life and Ministry

The music life of First Congregational UCC is integral to its life and ministry and central to its experience of worship. A long tradition of sacred music is an important part of our identity. The music life of the church is to evoke the spirit of God's presence in worship and in other settings.

Position Summary

The Music Director is responsible for providing oversight, leadership and coordination for all church music and music events; serves as the Choir Director for the Chancel Choir and Bell Choir. The Chancel Choir performs on most Sundays and the Bell Choir on special occasions. Special services include holy days such as Ash Wednesday, Maundy Thursday, Christmas Eve, two Easter services, and Good Friday . Other choirs, music groups and bands perform during the summer and as planned throughout the year. The Music Director initiates, directs and/or supports special choirs as identified. The Music Director serves as a member of the Ministry Team and Worship Planning Team.

Ministry Team

The Pastor leads, mentors and supports the Ministry Team. The Ministry Team is made up of all church staff. The Ministry Team is charged with serving and problem-solving together to ensure the ministry of the church works smoothly and creates a welcoming and safe place for all people. Staff members often serve as the first point of contact for church and community members. All staff members are expected to demonstrate hospitality by offering an authentic welcome and assistance whenever and wherever needed. This may include assisting people in crisis and directing them to appropriate pastoral staff. Staff members attend Ministry Team meetings as requested by the Pastor and are expected to demonstrate discretion and maintain confidentiality related to sensitive church business.

Worship Planning Team

The Worship Planning Team is led by the Pastor and is charged with developing an overall annual plan for worship and weekly planning that includes selection of the

worship theme and message, selection of music and hymns, and the program for Children's Time. Team members include the Pastor, Music Director, Christian Education Director, Organist and a representative of Deacons. The Worship Planning Team works in partnership with the Music Committee to plan for special choirs throughout the year and to enlist and coordinate the services of special bands, instrumentalists and soloists for special Sunday and summer performances for daytime and evening events.

Competencies

- Demonstrates values of love, kindness, honesty, hospitality and fairness
- Demonstrates a positive and friendly attitude with compassion and caring for all people
- Demonstrates sensitivity and support for children, teens and adults with special needs

Qualifications

- Minimum of Bachelor's degree in music or related field and three years experience in directing a choir. Additional qualifying experience may substitute for the education requirement on a year-for-year basis to a maximum of two years.
- A person with an understanding of or willingness to learn about progressive and inclusive Christian faith and practice embracing the church's "just. peace, open and affirming" commitment statement
- Knowledge of or willingness to learn the UCC history, hymnody, polity and resources
- Ability to serve as Choir Director for the Chancel Choir and Bell Choir
- Experience in a leadership role with demonstrated planning, organizing and problem-solving skills
- Demonstrated skills in teaching and guiding children, youth and adults
- Strong interpersonal skills and highly energetic and creative
- Demonstrated experience in effectively communicating with others, verbally and in writing, including computer skills and use of email
- Ability to support, guide and relate well with volunteer choir participants and other volunteer musicians
- Ability to support and relate well with children, youth and adults
- Ability to be an effective and contributing member of the Ministry Team and the Worship Planning Team

Primary Duties and Responsibilities

Provide oversight, leadership and coordination for all church music and music events including but not limited to, the following:

- All Chancel Choir and Bell Choir performances

- Other music performances during the summer and as planned throughout the year -- enlist and coordinate the services of bands, instrumentalists and soloists for special Sunday and summer performances for day time and evening events
- Develop, direct and/or support special choirs throughout the year as identified

Serve as the Choir Director for the Chancel Choir and Bell Choir

- Discover, develop, coordinate and recruit the vocal and music talents of the congregation for worship and church life
- Plan for and rehearse the choir weekly in preparation for Sunday services
- Direct the Chancel Choir during most Sunday services as identified including anthems, introits, and responses, etc.
- Direct the Chancel Choir in special services including, but not limited to, Ash Wednesday, Maundy Thursday, Good Friday, two Easter services, and Christmas Eve
- Direct the Bell Choir for special occasions as identified
- Provide choral music for special occasions and festival celebrations
- Recruit new participants for the Chancel Choir and Bell Choir
- Contribute articles on a regular basis for the church's newsletter, the *Shalom*
- On Thursdays, throughout the year, provide the Office Manager with titles and names of composers and soloists' names for publication in the Sunday bulletin
- Report the title, composer, and publishing house of each copied piece of music to OneLicense.com
- Prepare for and participate as a member of the Worship Planning Team; select and schedule music and hymns appropriate for the seasonal liturgical plans
- Develop and maintain personally, or authorize someone to maintain, the church's vocal and bells music library; purchase new music as needed (budget permitting) and catalogue or authorize someone to catalogue the new music
- Prepare an annual detailed choral music budget request for the Board of Deacons
- Arrange for a substitute Music Director when necessary and inform the church office of those arrangements within a reasonable time frame
- Enhance the congregation's participation in and enjoyment of congregational singing

Participate as a member of the Ministry Team and Worship Planning Team

The Music Director works as a colleague in partnership with the Organist to plan and perform music for the church

Attend Council meetings and other meetings as requested

Serve as staff liaison to the Confluence Choir for practices and performances

Serve as staff liaison to the Sound Board Volunteer Coordinator for attaining volunteers to work the Sound Board during Sunday services and other special music services and events

Evaluation: This position is evaluated annually by the Supervisor/Pastor and Personnel Committee. Upon hire a Six Month Evaluation is done with the employee by the Supervisor.

I have received and read this Position Description.

Employee _____ Date _____

Supervisor _____ Date _____