

First Congregational United Church of Christ
Job Description

Job Title: Director of Music

Reports to: Pastor

Job Status: PT (8 hrs/wk – 42 wks/yr) Weekly Office Hours: As Needed
Sunday: 8:30 am to noon
Essential Days: Christmas Eve and Easter

Summary: The Director of Music oversees the adult music program of our church including conducting the Chancel Choir and Handbell Choir. This person reports to the pastor and works cooperatively with the organist, Worship Committee and the Consistory of the church.

Essential Duties and Responsibilities:

The following duties and responsibilities may change from time to time, as determined necessary and prudent by the Senior Pastor. Each of the position's three major areas of responsibility currently include, but are not limited to the following activities:

Chancel Choir

- Plan, rehearse and conduct a variety of sacred music with Chancel Choir during Sunday morning service (September – May) *Chancel Choir sings approximately 3 Sundays per month*
- Plan, rehearse and conduct a variety of sacred music with Chancel Choir during special services during Advent, Lent, Maundy Thursday, Easter, Longest Night, Christmas Eve, and other special services as needed (for example: ordinations and installations)
- Help recruit chancel choir members, which includes occasionally selecting music likely to appeal to church members in the 20-to-40 age group.

Handbell Choir

- Plan, rehearse and conduct a variety of sacred music with Handbell Choir during Sunday morning service (September – May) *Handbell Choir plays approximately 1 Sunday per month*
- Plan, rehearse and conduct a variety of sacred music with Handbell Choir during special services during Advent, Lent, Christmas Eve, Easter and other special services as needed (for example: ordinations and installations)
- Help recruit handbell choir members, which includes occasionally selecting music likely to appeal to church members in the 20-to-40 age group.

Special Worship Services

- It is customary for the accompanist to have “privilege of first call” for weddings and funerals in the church. Payment for these services is provided by the family or funeral home.

Administration

- Coordinate yearly music schedule with Chancel Choir and Handbell Choir
- Communicate regularly with members of both choirs

Approved by Consistory May 23, 2017;
Revised July 31, 2023

- Keep Chancel Choir and Handbell Choir music files organized
- Keep Choir Room organized and locked
- Work with other music staff for maintaining instruments
- Attend and participate in Worship Committee meetings
- Plan and coordinate summer music schedule with Senior Pastor, Secretary and organist prior to the beginning of summer
- Submit to church office weekly information for the bulletin (by Wednesday morning)
- Review and order new music within yearly budgeted parameters
- Aim to thoughtfully move the music program forward through factors such as choir recruitment and music selection.

Qualification Requirements: Previous Conducting Experience is expected

Education: Preference will be given to a music degree from a college or a school of music

Knowledge and Skills: This position requires:

- Ability to work with persons having a variety of musical abilities
- Ability to conduct and teach
- Organizational, prioritization and time management mastery
- Self-directed management of job duties and responsibilities

Physical Demands: Ability to stand/sit on a stool and direct choir. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Benefits: This is a 42 week/year job with two paid weeks off during the program year (September – June).

A minimum of two week advanced notice is expected for time off, except in cases of illness. In all cases, the chair of Personnel and the pastor should be notified.

The employee must secure a substitute conductor for rehearsal(s) and service for any Sundays missed during September – May. Any Sunday missed after the second will be unpaid. The substitute will be paid by the church.

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