

JOB DESCRIPTION: MUSIC DIRECTOR
First United Church (Bloomington, Indiana)
June 2022

Reports to: Senior Minister
Status: Part Time
FLSA: Nonexempt

Job Summary

First United Church is a progressive and inclusive community of Christian faith, welcoming and affirming all types of individuals and families. The Music Director is responsible for directing, planning, and leading the music programs of First United Church. There should be a comprehensive approach to the development and implementation of the music ministries of the church based on the understanding of the primary task to usher and lead the congregation in a spirit of worship that draws people to follow in the way of Jesus.

Essential Functions:

1. Coordinates worship music in cooperation with the Senior Minister and Organist.
 - a. Works in cooperation with the Senior Minister and Organist to provide music for the weekly Sunday worship service including selecting appropriate music for the liturgical theme of the worship service.
 - b. Plans music for seasonal programming, including annual Christmas Eve service (we do not have a service on Christmas Day), Candlelight and Carols service (typically held during the evening on the second Sunday of Advent in early December), Ash Wednesday service, Maundy Thursday service, and other Advent and/or Lenten programs.
 - c. Plans a variety of types of music (from contemporary worship songs to classical church offerings) for use in the services.
 - d. When music is sung in a language other than English, provides a translation in English in the congregational bulletin.
 - e. Hires appropriate guest musicians as required for special presentations in consultation with the Organist and in consideration of the annual budget for the choir.
 - f. In addition to rehearsals and worship services, prepares liturgical program up to four weeks in advance. Advance preparation includes the selection and preparation of congregational music, reviewing new music, choosing special music for worship, score study, facilitation of special musicians (instrumental and vocal soloists/ensembles), and worship planning for Sundays and special occasions.
 - g. Manages and coordinates volunteers for the music program, in conjunction with the Music Committee.
 - h. Obtains substitutes as necessary, at a maximum three (3) rehearsals and three (3) services annually. Additional substitutes may be obtained at Music Director's expense, with the approval of the Senior Minister.
 - i. Arranges special music as needed for joint church meetings, church dinners, or choir-initiated presentations and weddings and/or funerals.
2. Directs the adult vocal choir.
 - a. Conducts weekly rehearsals, currently held Thursday evenings 7:30-9:00pm.

- b. Leads choir during Sunday worship services; worship currently begins at 10:30am. *Currently, the choir sings from late August through the Candlelight and Carols service in early December (prior to IU students, faculty, and staff finishing the semester; if enough members are available, choir may continue into December), with a break until Martin Luther King Sunday in January, and continues through early May (prior to the end of the IU spring semester; again if enough members are available, choir may continue through Pentecost Sunday).*
 - c. Recruits, monitors, and supervises the choral scholars (section leaders) and their attendance. Gathers W9 information for choral scholars and their substitutes and connects choral scholars to the Office Manager to ensure that attendance is reported monthly in order for compensation to be received.
 - d. Identifies new additions to the music library in consideration of the annual budget for the choir with attention given to diversifying our library.
- 3. Directs the Bell Choir.
 - a. Conducts weekly rehearsals, currently held Sundays 12:00-1:00pm.
 - b. Leads bell choir during worship services.
 - c. Schedules Bell Choir performances with the Senior Minister; currently includes one Sunday morning service each month (including Easter Sunday), the Candlelight and Carols service, and Christmas Eve.
- 4. Oversees general maintenance of instruments—piano, organ, bells (including but not limited to regular tuning of piano, annual polishing of bells, and replacement of parts as necessary).
- 5. Congregational Communications
 - a. Participates in the weekly staff meeting.
 - b. Meets with the Music Committee at least quarterly to provide information and recommendations regarding long-range planning, budgetary needs and concerns, and overall vision of the church’s music ministry mission.
 - c. Reaches out to members of the congregation and encourages participation in music programs including vocal choir, bell choir, special music, etc.
- 6. Performs other tasks or assignments as appropriate for a Music Director and as assigned by Senior Minister in consultation with the Music Committee.

Minimum Qualifications:

- 1. Hold a Bachelor’s or Master’s degree in music, worship, or related field, or equivalent experience.
- 2. Display a professional level of musical talent from training and experience; extensive experience in choral and church music preferred.
- 3. Possess a thorough working knowledge of the congregation’s worship services and a theological understanding of church music.
- 4. Communicates well and in a friendly manner with church staff and members.
- 5. Demonstrate commitment to diversity, equity, and inclusion as exhibited in First United’s Open, Welcoming, and Affirming Statement.
- 6. Comply with First United Church’s Safe Church policies, including a background check.

Physical Requirements:

Able to move freely throughout church campus.

Core Competencies:

- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values, and beliefs including celebrating and welcoming all genders, ethnicities, races, abilities, sexualities, and other qualities, and embracing an anti-racist and anti-sexist mindset.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward growing technical proficiency.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their time on the most important priorities; can appropriately balance priorities.

Hours and Compensation:

1. Average of 10 hours per week, with an understanding that some weeks/seasons may require more or less effort. Sunday morning worship attendance is expected while the choirs are performing and negotiable at other times; weekly hours and seasonal schedule to be determined in consultation with the Senior Minister, with advice of the Music Committee. Additional seasonal hours required (specifically Advent/Christmas and Lent/Easter). Hours will be reported using a process outlined by the Senior Minister.
2. Hourly compensation rate is a minimum of \$27/hour, depending on experience.
3. \$500.00 per year for work-related expenses (e.g., mileage, continuing education, books, etc.).
4. Paid Time Off (PTO)—three weeks per calendar year, with pay, dates to be coordinated with and approved by the Senior Minister (ideally no later than two weeks prior to the dates of vacation). PTO does not rollover from year to year. Requests for any additional time away should be made to the Senior Minister. During off weeks, the Music Director will leave a music plan for affected worship services and arrange for a substitute as necessary; the hiring of needed substitutes to cover additional time away (beyond the three weeks provided) will be at the expense of the Music Director.

To apply:

Please submit the following materials to info@firstuc.org. We will begin reviewing materials July 15, 2022.

- A cover letter that reflects a familiarity with our mission and values (firstuc.org)
- Your Director's philosophy
- Your resume
- The names and contact information for 3 references
- Up to 2 video or audio recordings (rehearsal or performance), if available

Applications from women and/or Black, Indigenous, or other People of Color are highly encouraged. No application shall be excluded from consideration based on ethnicity, race, religion, national origin, sexual orientation, gender identity, age, or disability.