

First Congregational United Church of Christ, Vancouver, Washington

TITLE: Music Director

PURPOSE: The basic responsibilities of the Music Director shall be to provide choral music at Sunday worship services and also at special church events/services. The Music Director selects the music, prepares it for presentation at choir rehearsals and conducts the choir at services/events.

ABOUT US: We are an Open and Affirming, Just Peace church, and an immigrant-welcoming congregation. No matter who you are or where you are on life's journey, you are welcome!

MAJOR DUTIES AND RESPONSIBILITIES

The Music Director is responsible for performing the following duties during the year:

1. Provide an introit and choral anthem for Sunday worship services during the choir year. Choir year begins Sunday following Labor Day and extends through the first Sunday of June. The first rehearsal for the new choral year will be the week before the choir year begins. The Sunday after Christmas is a non-choir Sunday.
2. Provide other choral music, as needed, for each service during the choir year. Provide special music for a Christmas cantata, Christmas Eve services, Holy Week services (if choir is involved), Easter services and other events as determined in agreement with Pastor, organist, choir members and Worship Committee. Music selections should be placed into the Google Doc one month in advance to facilitate copyright compliance.
3. Plan and conduct choir rehearsal, which is held one evening each week. The time and duration and scheduling of extra rehearsals are at the discretion of the Music Director.
4. The Music Director is responsible for leading the congregation in singing at all Sunday worship services other than the Sunday following Christmas and during the Music Director's vacation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- The Music Director must be familiar with the standard repertoire in order to select and/or purchase choral compositions that will meet the special and changing needs of the services.
- The Music Director must possess conducting skills sufficient to conduct rehearsals and conduct choral music while managing allotted time wisely and working toward musical excellence.
- The Music Director should possess sufficient skills to arrange/edit or change music (as permitted by copyright law and/or allowances) for the particular needs of the services or the capabilities of the choir or instrumentalists. Also, skills sufficient to

further growth in the area of musical offerings (i.e. children's choir, tone chimes and other percussion instruments available to us, etc.).

- The Music Director must possess communication/interpersonal skills sufficient to be effective and to maintain a good relationship with the pastor, organist, church leadership and to help recruit new choir members.

The Music Director is expected to

1. Be responsible for securing a substitute when needed. Substitutes should be reimbursed at a rate commensurate with the Music Director's weekly salary.
2. Continue professional growth by attending various church music workshops, conferences or meetings.
3. Be responsible for the purchase of all necessary music and music supplies (in accordance with the copyright policies of First Congregational United Church of Christ of Vancouver) and securing/hiring instrumental and vocal soloists (accompanists). These expenditures shall not exceed the amount allocated in the annual budget.
4. Coordinate plans with the Worship Committee and Organist as well as attend Worship Committee meetings.
5. The Music Director coordinates all appropriate choral music with the liturgical year.
6. The Music Director meets monthly with the Pastor and the rest of the church's professional staff.

WORK SCHEDULE

The Music Director is expected to attend choir rehearsals and worship services and plan the choral music for all worship services and special services during the choral year. The Music Director's vacation will be defined in the Work Agreement.

EMPLOYMENT TYPE

Part time, roughly eight hours per week during the choral year, two to four hours per week during the summer months.

SALARY

\$800 - \$1000, monthly.

SUPERVISION

Pastor is the supervisor of the Music Director.

OTHER FACTORS

1. As a general rule the Music Director is expected to function independently without close supervision, to exercise personal initiative and to make decisions on routine matters. However, it is also expected the Music Director will seek guidance on decisions of major importance that may be of a policy or precedent setting nature.

2. The Music Director is expected to perform duties in accordance with the Constitution and By-Laws of the First Congregational United Church of Christ of Vancouver and the budget allocations available.

Contact: jobs@vanucc.org