

First Congregational United Church of Christ

JOB DESCRIPTION

Position Title: Music Director

Supervision: Reports to the Ordained Minister and works closely with the Council's Music Committee, Organist and Choir Director(s)

Schedule: Full Church year position; schedule to be mutually agreed on with the Ordained Minister.

Job Summary: Works with the Ordained Minister, Organist, and Choir Directors to select music appropriate to the theme of the services and the Progressive Christian Heritage of the church.

General Duties & Responsibilities (the duties and responsibilities listed are illustrative and are not an exclusive list):

1. Provide input and oversight to the Music Committee, Organist, and Choir Directors (bell and vocal choirs) regarding music selection, which is appropriate to the theme of the services and the progressive Christian Heritage of the church.
2. Work with the Music Deacon and Committee to assure the appropriate use of the budget resources.
3. Coordinate performance schedules and music content for the choirs (bell and vocal choirs), special music and guest performers.
4. Oversee the maintenance of musical instruments, especially the organ and pianos.
5. Lead music planning and coordination for special worship services.
6. Help to plan and coordinate special events, such as, the Spring Arts Festival.
7. Provide leadership and initiate in planning and collaboration.
8. Report music (hymns and incidental music) for copyright purposes.
9. Maintain clear, timely and effective communications with fellow staff members, including the Ordained Minister, Organist, Office Manager, Custodian, Choir Directors (vocal and bell), Minister for Children, Youth and Families, etc., the Music Deacon and other musicians on matters related to the music for services and events.

Staff Signature

Date

Ordained Minister Signature

Date