

## **Job Description: Director of Music Ministry**

**Requirements:** A degree in Choral Conducting or comparable experience, competence in one or more instruments and voice, and training and experience sufficient to carry out the duties listed below.

**Responsibilities:** The Director of Music Ministry (DMM) is the primary staff person responsible for the music ministry of the church. In collaboration with the minister and other church leaders, the DMM casts a vision for the music ministry of the congregation and its role in fulfilling the mission and vision of the church. The DMM's purview includes leading the adult choir, developing musical talent across all age groups, and establishing an outreach music ministry, all with the support of time dedicated to the administrative tasks and professional development necessary to build a vibrant music ministry.

The director of music ministry is supervised by the minister. Particular duties include:

**Duties (Average 20 hours per week, including 80 hours of vacation and 40 hours of holiday pay = 1040 hours per year):**

### **Worship**

- 1.) Collaborate with the minister and/or other worship leaders in creating worship services. Meet weekly to plan worship.
- 2.) Select music that supports and enhances the theme of the service. Identify choral and instrumental music appropriate for Unitarian Universalist (UU) worship. Network with UU and non-UU musicians to expand the available repertoire.
- 3.) Conduct the choir or other vocal/instrumental groups at the Sunday morning service during the forty (40) weeks of the regular church year (Sunday after Labor Day to the second Sunday in June), and on Christmas Eve, less four (4) non-consecutive Sundays on which the DMM is not expected to be at church.
- 4.) Arrange for instrumental or vocal musicians to participate in worship, especially when the choir is not singing.
- 5.) Support and develop the experience of congregational singing. Act as song leader and recruit others to song lead as appropriate.
- 6.) Design, coordinate, and co-lead one or more Sunday morning services during the regular church year that focus on a theme that highlights the gifts of the choir and other musical talent in the congregation.
- 7.) Offer musical support for alternative worship opportunities, such as services in the style of Taizé or youth & young adult worship.
- 8.) Play an active role in making visitors, friends, and members feel welcome during and after worship.

### **Adult Music**

- 9.) Prepare for and lead the adult choir rehearsals one evening a week and on Sunday mornings during the regular church year.
- 10.) Recruit and prepare choir for some special services, such as memorial services, installations, ordinations, and other “state occasions.”
- 11.) Pro-actively encourage participation in the choir.
- 12.) Create a sense of community and music ministry within the choir.
- 13.) Serve as an important contact in the church’s pastoral ministry, especially to the choir.
- 14.) Explore and support the formation of additional vocal and instrumental groups that can offer music during worship and other church-related events.

### **Children’s & Youth Music**

- 15.) Guide the development of a children’s and youth music program.
- 16.) Recruit, encourage, and coach youth musicians to provide music for worship services and other church-related events.
- 17.) Assist the religious education program in integrating music into the church curriculum.
- 18.) Create opportunities for multigenerational music activities.

### **Communication**

- 19.) Write a monthly column for the newsletter updating the congregation about the music ministry of the church.
- 20.) Share time-sensitive information about church-related musical activities by electronic means (e.g., eBulletin, social media, website) or paper (e.g., insert in the Order of Service).
- 21.) Maintain email lists of all church-affiliated musical groups including the adult choir.
- 22.) Communicate regularly with the choir about the rehearsal schedule, the repertoire for upcoming services, links to recordings of the repertoire, and other news pertinent to the choir.
- 23.) Communicate with the accompanist about the music selection for services and rehearsals and provide music title(s) and composer information for inclusion in the Order of Service.

### **Administrative**

- 24.) Supervise all music staff (currently the accompanist) including semi-annual performance evaluations.
- 25.) Attend weekly all-staff meetings and participate in the annual staff retreat.
- 26.) Participate in occasional board meetings and other committee meetings as a resource for discussions on music ministry.
- 27.) Manage all music related budget items, including music purchases, guest musicians, professional expense account(s), music outreach, summer accompanist, and instrument maintenance.
- 28.) Maintain the music library, purchase new choir music, and assure that all copyright laws are followed. Create and maintain an electronic index for all items in the music library.
- 29.) Hire and schedule accompanist(s) for summer services (third Sunday in June to Labor Day).

**Outreach/Interfaith**

- 30.) Envision and help organize a musical outreach ministry that may include singing for hospice patients, bringing music to retirement homes, or musical support at public witness events.
- 31.) Build bridges to other UU and non-UU faith communities through joint musical activities.
- 32.) Collaborate in interfaith children's and youth music activities.

**Denominational/Professional Development**

- 33.) Maintain contact with music colleagues in other congregations and with the wider denomination through involvement in the Unitarian Universalist Musician's Network (UUMN), the American Choral Directors Association, and/or other professional and denominational organizations.
- 34.) Take advantage of professional development offerings such as the annual UUMN conference and other professional meetings.
- 35.) Seek out opportunities for paid participation in district and national gatherings of the Unitarian Universalist Association.
- 36.) Abide by the UUMN Code of Professional Practices (see attachment).