

**Music Committee
and
Music Director
Handbook**

UUCSC
2014

The purpose of this handbook is threefold:

- 1) To help those committees that work with staff members carry out their duties following the timeline approved by the UUCSC Board.
- 2) To clarify the protocols for staff and program evaluations, and resolving employee issues, as stated in the Personnel Policy Manual. The protocol for evaluating staff members was changed by the UUCSC Board in the fall of 2013 to align with the UUA's recommended protocol. The new protocol removes the committees from the staff evaluation process. However, the committees will continue to write program goals and a Program Evaluation each year, following the timeline below. *See the Appendix for excerpts from the Personnel Policy Manual (P.P.M.).*
- 3) The Supervisor is defined in the Personnel Policy Manual as the Minister, or the Office Administrator. Committees are not supervisors, and do not have authority to discipline or otherwise sanction employees.

Each committee is directed to review the following sections with its employee every year, during the September meeting. *(It should be noted that each employee has been given a Personnel Policy Manual and has signed it, formally acknowledging receipt and their responsibility to "read the Manual and comply with the policies, practices and rules of the Employer.")*

I. Timeline: Sequence of **your committee's** duties from the P.P.M., section V. E., revised for this handbook.

A. CALENDAR

- September*
 - Update records and files
 - Create meeting schedule
 - Review last year's program and goals with emphasis on any areas of improvement
 - Set annual program goals
 - Review Committee Handbook procedures with staff member
 - Review last year's program evaluation form
- October*
 - Submit program goals to Board 7 days before October meeting
- December*
 - Music/MD, RE/DRE, Office Administrator, and Facilities/Sexton review annual budget, and if additional funds are needed, submit request to Board and Finance committees no later than 1 week before January Board Meeting
- March*
 - Committee and staff member complete a Program Evaluation by 3/21
 - Submit any requested changes relating to preparation of a new contract to Personnel Committee
- April*
 - Submit Program Evaluation to Board 7 days before April meeting

- Submit estimated budget for following church year to Finance Committee 7 days before April meeting
- *May*
- Committee Chairs meet with Supervisor and staff member to plan coming year program and review past year's program
- *June*
- Resolve any unfinished business; refer to Board any unresolved issues 7 days before June Board meeting and copies to Personnel Committee

II. Annual Program Evaluation *See the appendix for P.P.M. section I. N., Performance Evaluation.*

- September: Committee writes program goals
- October: Committee submits program goals to the Board 7 days before October meeting
- March: Committee and staff member write a Program Evaluation by 3/21. The Program Evaluation is based on the goals set in September
- April: Committee submits the Program Evaluation to the Board 7 days before the April Board meeting

III. Resolving Employee Issues

The bullets explain the **Formal Procedure** the committee, employee or supervisor should take, after every effort has been made to work things out, collaboratively. *See the appendix for P.P.M. section I. N., Resolution of Employee Complaints.*

Formal Procedure

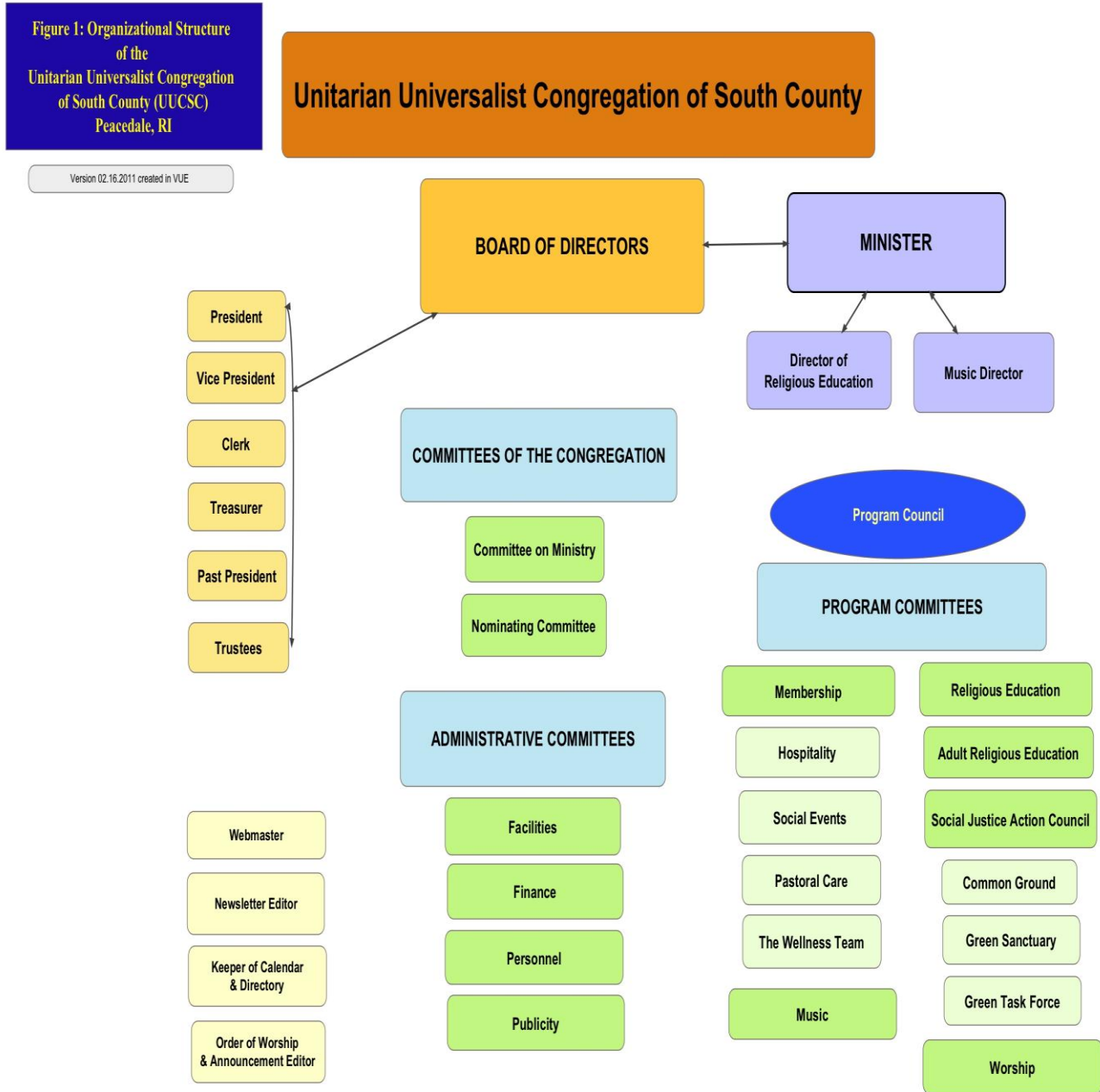
- The committee, employee or supervisor requests a meeting with the Personnel Committee
- Personnel Committee will investigate and/or hold a hearing, and recommend a resolution to the problem
- If Personnel Committee's resolution is not satisfactory to any of the parties, the Board will review the Personnel Committee's recommendation. The Board's resolution to the issue is final and binding

IV. Requesting Changes to Staff Duties or Job Descriptions

Any requested changes to the staff member's working conditions, or a change in duties that would change his/her job description might affect a new contract, and need to be communicated to the Board and the Personnel Committee in March, before their respective monthly meetings.

V. Diagram of the UUCSC’s Organizational structure (VI.)

Note: Office Administrator should be shown under supervision of the Minister. Assistant Office Administrator should be shown under Office Administrator.



Note: All committees and Supervisor report directly to Board; staff (DRE, MD) report to Minister. Group headings are nominal, and are those used in the UUCSC Bylaws section headings.

Thank you for reviewing and following these guidelines and procedures. May your committee accomplish its work in a loving, open and joyous spirit.

VI. Evaluation Form for the Committee, the Supervisor, and the Employee. (This form is no longer valid; a new Program Evaluation form needs to be written)

UUCSC Music Director Evaluation (Music Committee)

(Insert an introductory paragraph that summarizes the year.)

Comments on particular areas of responsibility follow:

- Recruit and train singers/musicians to join the choir***
- Establish protocols for rehearsals and Sunday services***
- Collaboration with Music Committee, Minister/Staff Team, et al. to create worship services***
- Suggest and select music for services***
- Lead the music and choir as part of the Sunday services***
- Maintain a religious/spiritual perspective***
- Maintain calendar of related events and write brief newsletter notes***
- Maintain active membership in the UUMN***
- Maintain availability for consultation on a regular basis***
- Maintain a record of music played at services***

II. Please comment on the following:

- What aspects of the Music Director's work are you most happy with?***
- In what areas would you like to see the Music Director/music program grow or improve?***
- Please include any important comments not directly addressed in the above topics.***

VII. Job Description

Title: **Director of Music**

Time: Thirteen hours per week, September 1 through June 30, including Sunday worship services and Christmas Eve-Eve.

Objective: Music is a critical component for the fullness of worship services. The Director is charged with the overall supervision and artistic direction of the music program. Maintains the choir for Sunday performances and creates an environment emphasizing healthy and progressively advanced choral singing.

Responsibilities:

Worship: Collaborate with the Minister, Minister/Staff Team, Music Committee, Worship Committee, and others in creating the worship services
Suggest music in consultation with the Minister or Service Leader
Support and develop the experience of congregational singing
Lead the music and choir as part of the service

Choir: Train and recruit singers/musicians to join the choir
Establish protocols for rehearsals and Sunday services
Lead choir rehearsal

Church Staff: Coordinate the worship schedule with the Minister/Staff Team so that a majority of the Team is present each Sunday
Participate in monthly Minister/Staff Team meetings

General: Maintain a religious/spiritual perspective
Write brief newsletter notes
Maintain active membership in the UUMN
Maintain availability for consultation on a regular basis
Maintain a record of music played at services (hymns, offertory, and prelude)

Knowledge Required:

Piano proficiency
Knowledge of UU hymnals and a variety of musical genres
Knowledge of other instruments
Ability to encourage others to participate

Accountability: Supervised by the Minister. The Minister and the Music Committee will submit an annual evaluation of the MD to the Board of Directors, based on personal and program goals developed by the Minister/Staff Team. Requests should be made well in advance to the minister for any planned absences. It shall be the responsibility of the MD to coordinate with the Music Committee to find suitable alternatives in the case of absences. Notification of emergency absences should be directed to the Worship Committee and the Minister. Requests should be made to the Personnel Committee for changes in contract terms with sufficient notice so that the request can be considered and a recommendation made to the Board of Directors for approval.

February 2013

VIII. Appendix: Excerpts from the P.P.M. Included For Your committee's Information only.

1. (II. Annual Program Evaluation)

PERFORMANCE EVALUATION (I. N.)

Employees are evaluated annually with two written performance evaluations. Each employee will write his or her own performance evaluation. The employee's supervisor will write a separate performance evaluation. Both evaluations will be completed by March 15, and signed by March 21. Both evaluations will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include, but are not limited to: job description, annual goals, quality and quantity of work and duties as directed by the supervisor; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct. Refer to the relevant Committee Handbook for more information on the evaluation process (Table of Contents, IX).

Employees report to the following supervisor: Sexton—Office Administrator; Assistant Office Administrator—Office Administrator; Office Administrator—Minister; Director of Religious Education—Minister; Director of Music—Minister.

In collaboration with their respective supervisor, employees are requested to identify goals and objectives prior to the beginning of the evaluation period, so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The evaluation process is as follows: In March, the supervisor, and employee each write their own employee evaluation, completed by March 15. If the supervisor and employee agree on the evaluation by signing their names with no objections by March 21, the supervisor places the 2 performance evaluations in the employee's personnel file, and notifies the Board and Personnel Committee seven (7) days before the April Board meeting. The supervisor advises the Personnel Committee to proceed with preparation of a new contract.

In the event of any unresolved issues, such as the employee signing any of the evaluations with objections, the parties have until the May Board meeting to resolve them. Unresolved issues should be directed to the Personnel Committee. The Personnel Committee will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the issues(s). If the Personnel Committee's recommendation does not resolve the issue(s) to either party's satisfaction, the dissatisfied party may then seek a review by the Board. The resolution recommended by the Board shall be binding on all parties. A contract for the next fiscal year is offered only after a satisfactory resolution of the outstanding issue(s).

2. (III. Resolving Employee issues)

RESOLUTION OF EMPLOYEE COMPLAINTS (I. E.)

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his or her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister.

If discussion with the Minister does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee, which will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the problem. If the supervisor is the Minister, then unresolved grievances should be directed to the Personnel Committee.

If the Personnel Committee's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board. The resolution recommended by the Board will be binding upon all parties involved in the grievance.

The following is excerpted from section IV. B. The Supervisor is either the Minister or the Office Administrator.

B. WORK AND DISCIPLINARY GUIDELINES (IV. B)

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures, including verbal warnings, written warnings or termination.

Disciplinary Procedure (IV. B. 2.)

All other matters of employee performance will be handled in a progressive process designed to improve the employee's performance in a fair and equitable manner.

Step 1 – Supervisor issues a verbal warning, outlining the problem with corrective action.

Corrective action required in next 14 days.

Step 2 – Supervisor issues a written warning, covering the recurrence of the problem with written corrective action required in next 14 days.

Step 3 – Board issues a Termination notice as a result of no corrective action being taken by employee.