

Music Director 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 will write an annual evaluation of the MD that is submitted 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.