

Unitarian Universalist Church of Kent
Music Director Pro Tempore Job Description
February 15, 2022

PURPOSE: The Music Director Pro Tempore is a paid staff position. The Music Director Pro Tem is responsible for and oversees the music programs of the congregation. This is a one year position in the absence of the Music Director.

This position is non-exempt, 20 hours per week.

Pay rate: \$18,720 base salary.

QUALIFICATIONS:

- Demonstrated competence in vocal and instrumental performance, including piano accompaniment and conducting ensembles.
- Strong communication skills and ability to communicate thoughtfully and in a timely way with staff, volunteers, guests, and members of the church community.
- Competence with using Zoom and other virtual platforms.
- Video and audio editing and music composition experience is a plus.
- Must pass a background check.

RELATIONSHIPS:

- Reports to the Minister.
- Collaborates with the Minister and other worship leaders in creating worship experiences.
- Collaborates with the staff team.
- Communicates with and collaborates with other church musicians.

RESPONSIBILITIES:

- Lead musical aspects of worship services (Sunday, vespers services and other special services)
- Prepare, lead and accompany hymns and other musical aspects of the service.
- Choose music in consultation with the Minister or other service leaders.
- Submit music titles for inclusion in the order of service each week and ensure hymn numbers are placed on the hymn board.
- Support congregational singing.
- From September through June, lead adult choir, recruit members, conduct rehearsals, and develop fellowship and community among members.
- Lead tone chime choir, children's choir, and other ensembles as needed.
- Find and secure replacement musicians when the music director is unavailable.
- Submit an annual report.
- Develop and oversee the music budget.
- Attend weekly staff meetings.
- Collaborate with the accompanist.
- Abide by the AUUMM Code of Ethics, UUCK by-laws, policies and Personnel Handbook.
- Perform related duties as assigned.