

Unitarian Universalist Church of Kent
Transitional Music Director Job Description
March, 2023

PURPOSE: The Transitional Music Director is a paid staff position. The Transitional Music Director is responsible for and oversees the music ministry of the congregation with an emphasis on helping the congregation discern the direction of its music program. This is a one-year (renewable for a second year) position. The transitional music director may apply for the permanent position of Music Ministries Director.

This position is exempt, 20 hours per week with a salary of \$23,920 depending on experience and qualifications. Benefits include health care, life insurance, long-term disability, dental/vision, vacation, and a professional expense budget. There is some flexibility in the weekly schedule, other than Sunday morning, to accommodate other work schedules.

OVERVIEW OF POSITION:

This is a unique opportunity to shape and grow a music ministry in a congregation that is musically nurturing, theologically liberal, and appreciative of different genres.

BACKGROUND:

The congregation's former music director of 25 years created a robust and inclusive music program that had become one of the most important ministries in the congregation. Music can transform worship into an emotional, whole-body experience, so the Sunday services include a wide variety of musical genres from both secular and sacred sources (especially folk music). We use a monthly theme which facilitates music selection ahead of time.

QUALIFICATIONS:

- Transitional Role - training (or willingness to receive training) and/or experience
 - Help the congregation develop a transformational music identity that embodies our commitment to diversity and inclusiveness.
 - Models shared ministry with healthy boundaries
 - Understanding of change and other organizational dynamics
 - Help the congregation process and grieve the departure of a long-term music director
- Demonstrated competence in vocal and instrumental performance, and conducting ensembles. Piano accompaniment is a plus.
- Is experienced and/or comfortable working with a variety of genres of music.
- Strong communication and interpersonal skills and ability to communicate thoughtfully, directly, and in a timely way with staff, volunteers, guests, and members of the church community.
- Competence with using Zoom and other virtual platforms.
- Must pass a background check.

RELATIONSHIPS:

- Reports to the Minister.

- Collaborates with the Minister, Director of Religious Education, and other worship leaders in creating worship experiences.
- Coordinates with Administrator and Technology Manager. Supervises and collaborates with the accompanist.
- Communicates with and collaborates with other church and guest musicians.
- Maintains membership in the Association of Unitarian Universalist Music Ministries (AUUMM).
- Attends local gatherings of UU worship professionals.

RESPONSIBILITIES:

- Convenes/collaborates with a Music Committee and other volunteers to assist with responsibilities.
- Works with the theme-based ministry for Sunday and special services
- Leads the congregation in discernment to create a shared vision for the music ministry; provides periodic reports to the Ministry Executive Team (MET) with observations, feedback, and recommendations.
- Is responsible for the musical aspects of all worship services (Sunday, vespers services and other special services), including when the music director is not present.
- Participates in the Sunday service with one Sunday off per month.
- Chooses and prepares hymns and special music in consultation with the Minister or other service leaders.
- Oversees care and tuning of musical instruments.
- Discovers and nurtures musical talent within the congregation by providing a safe environment for risk-taking for volunteer musicians.
- Encourages and supports people of a variety of skill levels from children, to basic talent, to professionally trained musicians.
- Tracks and files sheet music. Assures that copyright laws are followed when choosing music.
- Submits music titles and attributions for inclusion in the order of service by the deadline each week.
- Encourages and supports congregational singing, including providing a song leader for each service.
- From September through May, leads adult choir, recruits members, conducts rehearsals, and develops fellowship and community among members.
- Is available to work evenings and weekends
- Fosters leadership for or leads ensemble groups as they emerge or form. (Historically, we have had a tone chime choir, children's choir, folk orchestra, brass ensemble, recorder choir.)
- Submits an annual report to the congregation.
- Develops and oversees the music budget.
- Attends regular staff meetings.
- Abides by the AUUMM Code of Ethics, UU Church of Kent by-laws, policies and personnel handbook. (An orientation will be provided by the Minister and Administrator.)
- Performs related duties as assigned.