

DIRECTOR OF MUSIC MINISTRY (PART TIME)
JOB DESCRIPTION
First Congregational United Church of Christ
945 G Street NW, Washington, DC 20001

The Director of Music Ministry works under the supervision of the Senior Minister and in collaboration with the Associate Minister, other professional staff, the Church Council, the Worship Commission, and members of First Congregational Church (First Church). This is a part-time position of approximately 18 hours per week, to be determined in negotiation with the church. As part of the ministry team, the Director of Music Ministry is responsible for:

SHARED VALUES/CORE COMPETENCIES TO BE INCLUDED AS PART OF ALL STAFF JOB DESCRIPTIONS

1. Commitment to the ministry of the church that is rooted in the covenant, by-laws, and most recent articulation of the congregation's vision, goals, priorities, as well as the most recent charters of commissions.
2. Commitment to working as a team with other staff and the congregation, including a respectful approach to conflict.
3. Ability and commitment to communicate openly with both staff and congregation.
4. Recognition of the distinctive demands of the job on each staff member – to be sensitive to when each are accessible. In case of emergencies, we are to mark email, texts, and/or phone conversations as “urgent”.
5. Respect for confidentiality about interactions among staff, staff relationships, and information about members that is shared with staff.

RESPONSIBILITIES SPECIFIC TO THE DIRECTOR OF MUSIC MINISTRY

1. Organize, develop, coordinate, and direct the music program of the church, authentically centering music from diverse musical genres to foster inclusivity of all worship participants.
2. Utilize sources and styles of music in worship that lead the congregation toward integrating music that is inclusive of people of color and individuals from a range of religious and cultural backgrounds.
3. Collaborate with the Senior Minister and ministry staff to intentionally plan each opportunity for music in worship to ensure a cohesive experience with the spoken word.
4. Serve as a resource to support and foster the spiritual life of the congregation through congregational, choral, and instrumental music for in-person and virtual participants, including by introducing a wide range of sacred music genres and styles, promoting fellowship among music ministry volunteers (choir members and

volunteer church member musicians), equipping and empowering them to offer their musical gifts regularly in worship.

5. Recruit and lead musicians, including small ensembles, soloists, guest musicians/artists in residence, and the adult choir, with a focus on supporting authentic performances that are considerate of the diverse cultural and faith backgrounds of the congregation.
6. Play the organ, piano, or other instrument as accompaniment (arranging for other accompanists as needed), and arrange for other forms of musical expression for Sunday services and other scheduled events of the church within the contracted hours of the job (such as Ash Wednesday and Holy Week services, Taizé services, and other occasional special services).
7. In collaboration with sound and audiovisual technician volunteers, use First Church audiovisual equipment and other musical technologies to foster interactive worship music for in-person and virtual participants.
8. Recruit substitute musicians and/or directors when necessary.
9. Submit check requisitions to the Treasurer to pay substitute and guest musicians, propose annual music budget in consultation with worship commission, and manage the music portion of the budget.
10. Maintain necessary copyright licenses and provide needed music information to the church office manager for worship folders.
11. Develop and maintain the music library of the church.
12. Supervise the maintenance of the church's organ and pianos, recommending service when necessary, with authority to rule on the use of all instruments for teaching, practice and performance.
13. Refer or arrange for musicians for special occasions such as weddings, funerals, and other events at the request of those individuals who shall be responsible for honoraria to the musicians. Honoraria for organists shall be in accordance with the fee guidelines recommended by the American Guild of Organists.
14. Assist with children and Christian Education, primarily through the children's Christmas pageant.