



FIRST CONGREGATIONAL  
UNITED CHURCH OF CHRIST

**DIRECTOR OF MUSIC MINISTRY  
POSITION DESCRIPTION**

945 G Street NW, Washington, DC 20001

Our thriving, justice-seeking congregation in the heart of the nation's capital seeks a Director of Music Ministry (DMM). The DMM 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 United Church of Christ (First Church). This is a part-time position of approximately 18 hours/week. As part of the ministry team, the Director of Music Ministry is responsible for:

**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 the inclusion of all worship participants.
2. Utilize sources and styles of music in worship that lead the congregation toward integrating music inclusive of people of color and individuals from a range of religious and cultural backgrounds.
3. Under the leadership of the Senior Minister and in collaboration with ministry staff, intentionally plan each opportunity for music in worship to facilitate meaningful services that foster connection with God.
4. Collaborate with the church administrative assistant to provide information on music for the worship folder and other communications. Work with the building manager to schedule rehearsals in a sanctuary that is well-utilized by community arts and music groups.

5. Serve as a resource to support 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 church member musicians), equipping and empowering them to offer their musical gifts regularly in worship.
6. 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 attend to the diverse cultural and faith backgrounds of the congregation.
7. Play the piano, pipe organ, 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, Blue Christmas, and other occasional special services).
8. Recruit substitute musicians when necessary. 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.
9. Maintain necessary copyright licenses.
10. Develop and maintain the music library of the church in collaboration with volunteers.
11. 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.
12. 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.
13. Assist with children and Christian Education, primarily through the children's Christmas pageant.

## **Priority Goals for Director of Music Ministry**

1. Expand the First Church music ministry into new areas with a focus on incorporating genres such as African American heritage gospel and spirituals, jazz, global folk and Americana, particularly justice-oriented music.
2. Empower the First Church Choir to “make a joyful noise” unto God, fostering community, nurturing the skill of the choir, and selecting anthems appropriate to the choir’s composition that enhance the worship experience.
3. Cultivate music participation with all members of the congregation, regardless of musical ability, expanding the appeal of worship music to a multiracial, multicultural congregation.

## **Qualifications**

- Experience conducting vocal and instrumental ensembles
- Knowledge of and experience with sacred music, staying current with trends and resources in church music
- Demonstrated commitment to bringing a diverse range of musical styles and genres into worship
- Strong piano skills
- Familiarity with pipe organ and its use in worship

## **Core Competencies**

- Welcoming, inclusive, and affirming; rooted in active spiritual life
- Communicates effectively (verbal and written)
- Organized with strong problem-solving skills
- Collaborative and flexible
- Core commitment to antiracism, inclusive language and LGBTQ+ inclusion.

## **Shared Values/Core Competencies of First Church Staff**

- 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.
- Commitment to working as a team with other staff and the congregation, including a respectful approach to conflict.

- Ability and commitment to communicate openly and honestly with both staff and congregation.
- Recognition of the distinctive demands of the job on each staff member – to be sensitive to when each is accessible. In case of emergencies, we are to mark email, texts, and/or phone conversations as “urgent.”
- Respect for confidentiality about interactions among staff, staff relationships, and information about members that is shared with staff.

### **Hours/Schedule**

- Tuesdays: 1:00pm-3:15pm for staff and worship planning meetings
- Sundays: 9:00am - 12:00pm
- Additional choral rehearsals during the academic year as needed.
- Once monthly evening meeting with the Worship Commission to reflect on worship and plan for the season ahead.
- Attendance at annual church meetings in the fall, winter, and spring.
- Availability for Holidays and special services required.

### **Compensation and Benefits**

- This is a part-time, salaried position requiring 18 hours/week including staff planning, choral rehearsals, and worship services. Hours are flexible outside standing responsibilities and may ebb and flow with the liturgical season.
- Salary Range: \$28,000 - \$37,500/year, commensurate with experience
- Benefits include retirement, life/disability insurance, health stipend, and earned annual leave
- Right of First Refusal for funerals

### **Application Process**

Submit resume, cover letter, a short video recording of you conducting/performing, and two references to [firstchurchdchiring@gmail.com](mailto:firstchurchdchiring@gmail.com). All applications must be received by email. Application deadline is September 27th.