

Position Description Director of Music

First Congregational Church

Kalamazoo, Michigan

Supervisor: Senior Pastor

Status: Part-Time (19 hours)

FLSA: Non-Exempt

Supervises: Organist

Job Summary

The Director of Music will provide leadership and oversight to the music programs of First Congregational Church, including the Chancel Choir, Handbell Choir, and sacred music for Sunday worship and holy days.

Work Schedule

The position will require work on most Sunday mornings and additional special services when the choir or bells are present in worship. In addition, there is a weekly rehearsal of the Handbell Choir and the Chancel Choir, for most weeks of the year from September through May and additionally during the summer months as agreed upon with DOM and ensembles (Pride Sunday, Summer Choir).

There are weekly staff meetings and regular meetings for worship planning.

Director of Music is an ex-officio member of the Worship Arts Ministry Team, meetings.

Holy Week services and two Christmas Eve services are also required. Office space is provided.

Essential Functions

- Oversee the music program of the church (Handbell Choir, Chancel Choir)
- Collaborate occasionally with the children/youth ensemble of the WOW ministry.
- Provide or coordinate music direction for chancel choir, bell choir, soloists and/or instrumental music for Sunday services and additional services as agreed (includes but is not limited to: scheduling and leading choir rehearsal; conducting and leading the chancel choir and bell choir; recruiting singers; fostering each singer's musical growth; planning music for summer worship.
- Coordinate and oversee the choir section leaders and responsible for the process to hire replacements, if needed.
- Coordinate and oversee the music scholar program. Recruiting candidates and then working with section leaders on the decision making process. Assisting in fundraising efforts.
- Collaborate with the pastors and visiting preachers to coordinate thematic integration of music and worship
- Encourage the musical participation and development of the congregants in line with the gifts and interests
- Encourage the congregation in music-making experiences so they may grow in understanding music's role in Christian faith
- Work well with the organist/pianist of the church
- Purchase music and supplies and supervise the maintenance of instruments, according to the budgeted allotment

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Other Responsibilities:

- Participate in church staff meetings and bi-monthly meetings with the Senior Pastor/Head of Staff/Worship Staff
- Participate in monthly Worship Arts Ministry meetings.
- Develop and maintain relationships with other musicians, musical resources, and opportunities beyond the church, and connect the larger Kalamazoo music community to the congregation
- Provides or arranges for coverage in absence of the organist/pianist.

Supervisory Responsibilities:

- Supervises organist
- In coordination with HR delivers the organist annual reviews.

Core Competencies

Minimum Qualifications:

- Bachelor's Degree in Music or Music Education, or a music-related academic field
- 5 years ministry experience in a church environment leading the music program
- Demonstrated proficiency in vocal and/or instrumental performance
- Demonstrated leadership and small group facilitation skills
- Experience in church worship with an understanding of the role of music and the skills necessary to meet the musical demands of an advanced choir and music ministry
- Proven record of collaborative and cooperative leadership
- Sensitivity and ability to interact and work with people of varying ages and musical abilities

Physical Requirements:

- Able to move freely in and out of different small group settings (home, church, businesses)
- Able to speak in a public forum

Compensation and Benefits

- The salary for this position is commensurate with experience and credentials.

Our Church

FCC welcomes new visitors and old friends. We welcome all who have no church home, need strength, want to follow Christ, have doubts or do not believe.

To grandparents, to mothers, fathers, couples and single people. To people of all colors, cultures, abilities and sexual orientations, to old and young, to believers and questioners.

First Congregational Church of Kalamazoo is proudly part of The United Church of Christ (UCC).

The UCC is a progressive, dynamic denomination offering Christ's extravagant hospitality and welcome to all. We are grounded in Scripture while listening for the Still Speaking God.