

Director of Music

First Congregational Church Kalamazoo, Michigan

Supervisor: Senior Pastor

Status: Part-Time (16 hours per week, mid-August to mid-June)

FLSA: Non-Exempt

Supervise: Organist, Chancel Choir section leaders, and university music scholars, and director of the handbell choir.

Job Summary

First Congregational Church of Kalamazoo has a long tradition of incorporating beautiful and inspiring sacred music into its worship services and is well known for its outstanding choral music. The Director of Music selects and plans the music for Sunday service and Holy Days, working with the pastor, church organist/pianist, handbell choir director, and children's worship leader. The Director of Music leads the Chancel Choir of volunteers, paid section leaders, and paid music scholars from September to early June.

Work Schedule

The Director of Music will work most Sunday mornings and additional special services when the choir sings in worship. The Director of Music will rehearse the Chancel Choir most weeks from September to early June. Additionally, the Director of Music will help in planning music for the summer months with the pastor. There are weekly staff meetings and regular meetings for worship planning. The Director of Music is an ex-officio member of the Worship Arts Ministry Team. Holy Week services and Christmas Eve services are required. Office space is provided.

Essential Functions

- Oversee the music program of the church.
- Provide music direction for the Chancel Choir, soloists, and/or instrumental music for Sunday services and additional services as agreed (includes but is not limited to: scheduling and leading choir rehearsals, conducting the Chancel Choir in worship, recruiting singers, and fostering each singer's musical growth).
- Plan music for summer worship as agreed upon with the pastor.
- Coordinate and oversee the choir section leaders and be responsible for the process of hiring replacements, if needed.
- Coordinate and oversee the music scholars, recruiting candidates and then working with section leaders on the decision-making process. Assist in fundraising efforts for these paid positions.
- Collaborate occasionally with the children/youth ensemble.
- May direct and coordinate the annual Messiah-Sing, a community performance with choir, soloists, orchestra, and audience.
- Purchase music and supplies and supervise the maintenance of instruments, according to the budgeted allotment.
- Encourage the musical participation and development of the congregants.

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Other Responsibilities:

- Participate in church staff meetings and regular meetings with the Senior Pastor/Head of Staff/Worship Staff.
- Participate in Worship Arts Ministry meetings.
- Arrange for substitute choral directors for absences.

Supervisory Responsibilities:

- Supervise organist/pianist, handbell choir director, section leaders, and university music scholars.
- In coordination with the pastor, deliver the organist and handbell director annual reviews.

Minimum Qualifications:

- Bachelor's Degree in Music or Music Education, or a music-related academic field,
- Demonstrated proficiency in vocal and/or instrumental performance,
- Experience in church worship with an understanding of the role of music in worship,
- Proven record of collaborative and cooperative leadership, and
- Sensitivity and ability to interact and work with people of varying ages and musical abilities.

Compensation and Benefits

- The salary for this position is commensurate with experience and credentials. Around \$500 per week.

Personnel Policies

First Congregational Church of Kalamazoo adheres to a Safe Conduct Policy which is hereby incorporated in this document. Similarly, the latest version of the FCC Personnel Policies is hereby incorporated herein and are deemed a part of this Position Description. In case of conflict between the terms of this document and the Safe Conduct or Personnel Policies, said Policies will control. Staff member acknowledges receipt of a copy of the Safe Conduct Policy and Personnel Policies and has read, understood, and agrees to be bound by the same.

Affirm Receipt of Job Description

Apply with resume and cover letter to: info@kazoofcc.org