



# FIRST CONGREGATIONAL CHURCH OF SAN JOSE

UNITED CHURCH OF CHRIST

**Title:**         **DIRECTOR OF MUSIC**

**Purpose:**        Coordination of the overall church music program, including major responsibility for Adult, Handbell, and Youth Choirs and supervision of all other music staff.

**About Us:**     We are an Open and Affirming Progressive Christian Church of the UCC, striving to affirm every human being as a unique Child of God. We have over 200 members with a sense of community and active non-clergy leadership. Our services are filled with joy, a sense of God's presence, music, scripture, meditation, and prayer. We have implemented live streaming and now provide both in-person and online worship services.

**Specific Responsibilities:**

- Select music for Adult, Handbell, and Youth Choirs aligning with scripture, seasons, and ministerial guidance.
- Select hymns for each Sunday service and communicate them to the accompanists, and provide vocal leadership for hymns or arrange for volunteers.
- Rehearse and conduct the Adult and Handbell Choirs weekly, typically from September through May and before Sunday worship.
- Lead the Choirs in weekly Sunday services, special events, and holiday services.
- Provide information on anthems, soloists, rehearsals, etc., to Office Manager for worship bulletin and scheduling.
- Organize performing arts opportunities for children and youth during Family Sunday, collaborating with the Family Ministry team.
- Manage summer music program from mid-June through mid-September, including arranging guest musicians, soloists, and pickup choirs.
- Supervise maintenance of pianos, organs, and handbells.
- Promote music programs and choir membership.
- Provide opportunities for children and youth to engage through children's choir, drum ensembles, and solos.
- Attend and report at monthly Church Council and Board of Worship & Spiritual Growth Board meetings.
- Attend weekly staff meetings and meet with Senior Minister as needed.
- Establish and manage the program budget, including program support, approved funds, equipment maintenance, music gift account, and spending per church policy.
- Supervise church organist and pianist, manage schedules, and conduct performance reviews.
- Manage music library, choir robes, and inventory with volunteer assistance.
- Ensure music copyright compliance for AV content, including copyright information, lyrics, permissions, and reporting.

**Time Required:** 15-20 hours per week with additional time off during the summer. Work is predominately done on campus, but some remote work is acceptable. All overtime requires prior supervisor approval.

**Qualifications/Skills:**

- Personal:**
- Knowledge of Progressive Christian worship.
  - Appreciation for traditional, contemporary & jazz worship music.
  - Flexibility in working with diverse individuals and providing/receiving feedback.
- Professional:**
- Bachelor's degree or credential in a music field preferred.
  - Membership in the American Choral Directors Association and Handbell Musicians of America is desired.
  - Ability to teach, coach, and motivate.
- Experience:**
- Three years of church and/or school choir conducting is desirable

**Employment Type:** Hourly, Non-Exempt

**Hourly Rate:** \$32.00 - \$35.00/per hour

**Immediate Supervisor:** Senior Minister

**Responsible Committee:** Board of Worship and Spiritual Growth

**Supervisor to:** Organist/Pianist

**Last Updated:** June 16, 2023