

Part-Time Church Choir Director

The First Church of Christ in Mansfield (Congregational) United Church of Christ is seeking a part-time Choir Director (approx. 8-10 hours per week, September through June.) Position requires conducting weekly rehearsals and participation in worship. Degree in sacred music, general music, music education or a related field is preferable, but not required. History of successful choral and ensemble leadership is necessary. Must possess comprehensive knowledge of various types of church music and how to use them effectively in a worship service. Successful candidate will be able to work well in a team environment and possess good interpersonal and communication skills. Should articulate a vision for expanding the music ministry beyond the current adult choir and occasional soloists. Should be able to recruit, coach and motivate people with varying levels of musical experience. Strong organizational skills, leadership ability and enthusiasm are extremely important.

Our congregation is Open and Affirming, a Just Peace Congregation and a Green Church. We welcome and celebrate diversity and the inclusion of all of God's children. We follow a reformed and progressive theology in line with the United Church of Christ.

The Choir Director will join a paid staff consisting of Pastor, Organist and Office Administer as well as a volunteer Worship Circle Coordinator. See more about us and view the full position description at www.myFCC.info.

Interested candidates should send a cover letter and CV to FirstChurchMansfield@snet.net. We will accept applications until the position is filled, however, applying before June 15 will afford you the best opportunity to be considered.

POSITION DESCRIPTION

The First Church of Christ in Mansfield (Congregational) United Church of Christ

Choir Director

The people of The First Church of Christ in Mansfield encourage each other's lifelong spiritual journey and growth through transformational worship and faith formation. We are a caring, supportive, and nurturing body in community with one another and with Christ. We are Open and Affirming, a Just Peace congregation and a Green Church.

Music is an important part of our heritage and tradition, and is integral to our worship experience. It is the chief means by which the congregation directly participates in the worship service. Music is selected with careful attention to theological and musical integrity, while keeping in mind our diverse nature as a congregation of the United Church of Christ. We are open to a variety of music styles, genres and traditions.

The Choir Director position is salaried and part-time, September-June. The work time averages 8-10 hours per week and is divided between visible tasks such as rehearsal and worship participation, and more time-consuming behind-the-scenes tasks such as worship planning, selecting, purchasing, studying and practicing new music, preparing and planning for rehearsals, staff or committee meetings and other administrative/clerical tasks.

We expect our Choir Director to:

- Plan and lead the church's vocal choir from September-June, doing so collegially with pastoral staff, ministry teams, and volunteers.
 - Demonstrate comprehensive knowledge of the liturgical year and the ability to select music appropriate to it.
 - Communicate and collaborate regularly with the clergy and the organist to plan weekly worship as well as special services or programs that may occur throughout the year (e.g. Ash Wednesday and Maundy Thursday)
 - Plan and lead worship music for the vocal choir. Select appropriate repertoire that fits the abilities of the ensemble and the liturgical context of each service.
 - Participate sufficiently in the life of the church so as to recognize and encourage the musical talents and interests of the worshipping community.
- Organize and promote the development of the choir and other musical groups that support and enhance the work and worship of the church.
 - Engage, employ, and supervise vocal soloists and instrumental musicians when needed.
 - Conduct regular choir rehearsals that include warm-ups, choral or musical techniques, and the teaching of new music.
 - Rehearse all service music, including hymns and responses, so that the choir is familiar with the content of the service.
 - Devote sufficient time to preparation and planning in order to be adequately prepared for all rehearsals and worship services.
 - Provide information on a timely basis for the preparation of printed bulletins for worship services.

- Organize and maintain the church's music library, including the electronic catalog.
 - Review, select, and oversee the purchase of new music. Expenditures in this area shall not exceed the amount provided in the church budget.
 - Program music activities with other church activities in mind. Coordinate space and resources with other groups in the church.
 - Serve as a resource for music associate(s) who recruit, train, and direct volunteer ensembles, soloists, and instrumentalists, as necessary when the choir does not sing.
- Possess and maintain appropriate training and experience.
- Possess a degree in sacred music, general music, music education or a related field. (This is desired but not required. An appropriate combination of education and professional experience may be acceptable.)
 - Exhibit knowledge, skill and ability in the areas of musical program development and administration, choral leadership, communication, team building, coaching and organization.

EXAMPLE CONTRACT

**Employment Contract – Choir Director
First Church of Christ in Mansfield (Congregational) UCC**

This document represents an employment agreement between **(Employee Name)**, hereafter referred to as Employee and The First Church of Christ in Mansfield hereafter referred to as Employer.

Employee will assume the titled position of Choir Director on **September 1** at a salary of **\$10,000** to be paid in biweekly installments. As this is a part-time position, benefits are not provided.

Employee shall:

- Perform the duties in the attached position description.
- Make arrangements for a substitute and/or continuity of the music program in the event of absence.
- Be accountable to the Pastor or her/his designee.

Employer shall:

- Provide for opportunities for the director to discuss areas of mutual accord and any potential problems. This includes completion of an annual performance review in June of each year.
- Budget funds to purchase printed music, maintain the church's instruments and pay musicians for special music.
- Permit the use of the church facilities (including organ and piano) for personal practice and/or private teaching, as long as it does not conflict with the Organist's schedule or other church activities.

This agreement will be in effect **September through June** unless either party notifies the other at least 30 days before expiration of the intent to re-negotiate or terminate the agreement.

Both parties do hereby agree to these terms.

Employee Signature

Date

Governing Board Signature

Date