



United Church of Christ, Congregational

217 E. Liberty Street, Medina, Ohio 44256
www.uccmedina.org Telephone: 330-725-4559

April 2022

Medina United Church of Christ, Congregational is looking to hire a Director of Music. Our present Director is retiring in May 2022, after serving for fifteen years. The job description follows this letter.

If you are interested in providing your resume or obtaining additional information regarding this position, please contact us. Resumes should be emailed to:

Pete Metzloff, Staffing Team Chair

pmetzloff@gmail.com

330.241.1316

Thank you for your interest in this position.



DIRECTOR OF MUSIC

Position Description

SUMMARY:

Responsibilities include directing and overseeing the music program of the church, including Sunday morning worship services and programs, to strengthen the worship and spiritual life of the congregation. The music program consists of the Chancel Choir, the Hand Bell Choir and the Children's Choir.

GENERAL AND SPECIFIC RESPONSIBILITIES:

- I. To manage administrative responsibilities of the church music programs.
 - A. Recruit, maintain and develop membership and leadership in the musical program.
 - B. Oversee the purchase, maintenance, repair and upgrades of all musical instruments and physical assets of the music program.
 - C. Communicate choir anthem and hymn titles and responses weekly for the church bulletin.
 - D. Develop, recommend, and manage the annual music budget, including approving bills for payment.
 - E. Maintain an up-to-date music library, including monitoring of music licenses.
 - F. Participate in weekly staff meetings if practicable, and in an annual goal setting and performance review.
 - G. Coordinate the music program with the Senior Minister and the Worship Team (and as necessary or upon request, with the Congregational Council). Attend Worship Team meetings upon request.

- II. To direct the musical activities of the Choirs for church services.
 - A. Plan and schedule music program anthems for the entire year.
 - B. Lead rehearsals of the music program Choirs once per week from September through May.



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- C. Conduct music program Choirs during Sunday services and additional services as needed from September through May.
- D. Select and purchase music for the music program Choirs.
- E. Coordinate with organists, soloists, and instrumentalists well in advance of when they will perform.
- F. The expectation for the Children's Choir is to prepare, rehearse and present one Children's Choir song per quarter September through May. Also be available to assist the Christian Education Director with the Christmas Pageant, as needed.
- G. Recruit and oversee the summer special music program.

III. To coordinate other musical activities in the life of the church.

- A. Assist the Senior Minister in selecting hymns and service music for the 8:15 am and the 10:30 am Sunday services.
- B. Know the abilities and gifts of vocalists and instrumentalists and help to incorporate their gifts into the worship life of the church.
- C. Recruit and schedule musicians for summer special music and for other special services where needed.
- D. Serve as a resource to all musical groups in the church.
- E. Initiate special music programs.

IV. To participate in educational and outside musical events on behalf of the church and for personal development.

- A. Music – seek and research new music and trends in the greater church.
- B. Education – participate in musical associations and workshops, seminars, meetings, concerts, and educational opportunities sponsored by professional organizations and colleges/universities to enhance musical skills and knowledge.
- C. Professional Growth – build relationships with other area churches or musical groups within the Medina community.



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- V. To institute or encourage other musical initiatives in the life of the church, especially a children's youth bell choir or chime group and musical ensembles.

- VI. To help choir members improve general competency in voice sight-reading.

QUALIFICATIONS

Education and Experience:

- Music degree from an accredited university
- Emphasis in choral conducting
- Experience with untrained voices, including young adults, adult and mature voices
- Knowledge of and experience with conducting a church choir
- Some keyboard skills are encouraged
- Some experience in ringing and/or directing a hand bell group would be a plus

Skills:

- Good organizational and planning skills
- Good people skills
- Able to develop and manage a simple budget

Works with: Organist, Worship Team, Senior Pastor, Office Staff.

COMPENSATION

Compensation is negotiable based on education and prior experience. This is a part-time, straight salary position. The time requirement for both positions is approximately 5 – 6 hours per week during September through May. There is minimal time required during the summer.

A background check is required.

March 2022

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