

First Unitarian Church in the Second Parish of Worcester, Massachusetts

Interim Director of Music

Reports to: Minister
Effective date: December 17, 2021
Status: 0.75 or 0.50 FTE
FLSA: Exempt

Job Summary

Lead an excellent and diverse music ministry which develops the spiritual lives of congregants, choir members, instrumentalists, and the community at large.

Essential Functions

- Play the piano and/or organ during Sunday services to support congregational singing and spiritual engagement
- Recruit guest musicians in a diversity of musical styles as appropriate throughout the year
- Plan and coordinate Sunday services from September through May, and a Christmas Eve service, with minister, choir, staff, soloists and instrumentalists
- Prepare and lead Music Sundays each year as agreed with the Minister
- Rehearse and conduct a choir to perform at approximately 3 worship services each month from September through May
- Supervise the usage, care, tuning and maintenance of Church musical instruments
- Meet regularly with the Music Committee to enlist support for and guide the music ministries of the Church
- Manage the music budget
- Work collaboratively with the Assistant Director of Music
- Manage the music library

Other Responsibilities

- Encourage and bring on board new musicians to sing in the choir and perform during Sunday services
- Ensure that choir members have pastoral care as appropriate
- Other responsibilities as agreed with the Minister

Minimum Qualifications

- College/Guild degrees or equivalent experience
- Demonstrated expertise in choral conducting
- Demonstrated expertise in keyboard performance, organ preferred

Physical Requirements

- Must be able to play a keyboard
- Must be able to communicate in person and in writing as needed
- Must be able to respond to communications in a timely manner via phone, email, or text

Core Competencies

- Creativity: Generates new ideas; makes new connections between existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work
- People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion
- Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and covenant of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and covenant.

- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.