**Pilgrim Church of Duxbury United Church of Christ — Director of Music Job Description**

**Introduction**

The Pilgrim Church of Duxbury seeks a part-time Director of Music to lead our church’s music program as we worship and grow in faith. The Director of Music role is integral to our church community and plays a significant role in our expression of faith.

The Director of Music must possess the skills, knowledge and passion that will support the musical and artistic expression of Pilgrim Church’s vision and values. The position offers the opportunity to create, innovate and initiate in ways that bring forward the wonderful diversity we enjoy in our worship, our talents and our expressions of God and faith. Pilgrim Church prides itself in offering high quality music from a range of genres and styles that leverage the use of our wonderful organ and piano as well as a volunteer choir. We are proud of musical heritage and are excited to grow and explore as we continue to meet the needs of our congregation and wider community.

**Position Description**

The Director of Music facilitates an atmosphere in which God is worshiped and glorified, and provides direction, oversight, and coordination of the musical elements of our worship services and other gatherings.

The Director of Music directs a volunteer choir, leads the congregation in music, encourages and coordinates the participation of church members, community groups and Individuals in instrumental and vocal solos and ensembles.

The Director of Music reports to the Pastor, is the Staff Liaison to the Music Committee, and has a collaborative partnership with choir members and other volunteer musicians. Work is reviewed through observation, supervisory evaluation, and feedback from the Music Committee, and congregation and Pastor.

This is a part-time, 29 hour a week position. Sunday morning Worship, Weekly Choir rehearsals, Staff meeting and a meeting with the Pastor are required. approximately 29 hours per week.

**Salary Range** - $32,000 to $36,000 per year, commensurate with experience.

**Primary Duties**

- Lead music during Sunday morning services, holiday services, and special worship events.

- Select music for Sunday morning worship, including collaborating with the Pastor to select hymns.

- Select music for choir, and coordinate or lead other vocal/instrumental ensembles, exploring a wide range of

music.

- Coordinate and provide rehearsal sessions for choir members.

- Engage the congregation to expand their participation in Pilgrim Church’s music program.

- Facilitate music opportunities for children—from primary-school age through high school, coordinating with the

Christian Education Committee.

- Coordinate and plan music for holidays and special worship events (e.g. Christmas, Easter, Children’s Day and

special performances) as well as seek to collaborate with other music organizations and groups within the wider

community.

- Adhere to applicable copyright laws regarding the use, duplication, distribution, and streaming broadcast of

music and/or lyrics.

**Additional Responsibilities**

- Remain cognizant and supportive of the range of musical preparation of the voluntary members of the choir,

supporting both the musically trained and untrained.

- Plan, organize, and budget for the music ministry’s needs in coordination with the Trustees. of Pilgrim Church

- Prepare and present a report at each Annual Meeting concerning the music ministry.

- Coordinate the maintenance, tuning, and repair of all musical instruments owned by the church.

- Manage the selection and the purchase of all music for the music program, observing budgetary guidelines.

- Provide Office Administrator with music selections for inclusion in the weekly Sunday bulletin .

- Keep work areas neatly maintained and ensures that the choir room, storage areas, and church facilities related

to the music program are organized.

- Maintain an open attitude to developing and altering the music program as the needs and interests of the

congregation evolves.

* Adhere to Pilgrim Church’s Open and Affirming policy welcoming people of every race, language, age,

gender, ethnicity, economic status, mental or physical ability, and sexual orientation into the full life and

ministry of the church.

* Adhere to Pilgrim Church's policies regarding health and safety which follow CDC guidelines.

**Qualifications**

1.) Bachelor’s degree; preferably in music education or a related field.

2.) Demonstrated experience in choral or instrumental conducting in a church or school setting.

3.) 2 years’ experience preferred as a Director of Music in a church or similar setting.

4.) Must exhibit a high level of professionalism and proficiency in many kinds of music and performance.

5.) Demonstrated proficiency in Accompaniment Music (Organ preferred, Piano required) while conducting.

6.) Familiarity with Protestant Service, worship music and hymnody.

7.) Willingness to explore different forms of music for use in worship service.

8.) Strong organizational skills.

9.) Excellent verbal, written and interpersonal communication ability with strong emphasis on listening and problem

solving.

10.) Ability to work cooperatively to meet goals with the church staff and members of other teams and committees.

11.) Must be able to work well with others and be able to thrive under with Evaluation input by the leadership

responsible for Annual evaluations.

12) Requires passing C.O.R.I background checks.

13.) Requires public speaking skills.

14.) Performance at weddings and funerals are offered first to the Director of Music with compensation.

**Resumes may be forwarded to:**

Pilgrim Church of Duxbury, UCC

PO Box 186

Duxbury, MA 02332

Attention: Music Director Search Committee

Phone: 781-934-6591

Website: www.uccduxbury.org

Facebook Page: www.facebook.com/uccduxbury