

**Director of Music Ministries
First Congregational Church of Christ
Madison, WI**

Job description:

- Time: 70% position, could be combined with 30% organ/keyboard position for appropriate candidates
- Pay: Salary range \$40,000-\$45,000, depending on level of education and experience
- Benefits: Available
- Vacation: 2 weeks per year; responsible for finding coverage; to be approved by and coordinated with the Senior Pastor and Staffing Team.
- Professional Organizations: Approved membership in music organizations will be paid by the Church, i.e. United Church of Christ Musicians Association (UCCMA).
- Continuing ed: 1 week per year
- Sabbatical leave: After each 5 years of employment, 1 month's paid sabbatical leave in addition to annual vacation. Must be approved by the Senior Minister and Executive Council at least one year before beginning the sabbatical.
- Qualifications: Bachelor's degree or higher in music, experience in the area of sacred music preferred; sufficient keyboard skills to lead rehearsals, if needed, training in conducting; and appreciation of the wide range of sacred music.
- Reports to: Senior Pastor

Overall Vision for position:

The Director oversees First Congregational United Church of Christ's music program and is responsible for conducting all vocal and handbell choirs. The Director works closely and collaboratively with the Staff Worship Team and is responsible for planning worship that is relevant and ministering to our diverse, progressive, open and affirming, and inter-generational congregation. Our Sanctuary houses a well-maintained Holtkamp (Opus 1963, 1980). Manuals: 3. Stops: 37. Ranks: 38. Action: Slider chests. Mechanical key action. Electric stop action, and a 9 ft concert grand piano built by the Steinway Piano Company during the 1920s. The Church is also home to a five-octave Whitechapel handbell set, the largest in the area.

Key Responsibilities: *The following responsibilities are not an exhaustive list, and there may be other duties as assigned.*

Rehearsals and Worship Services:

1. Collaborate with the Staff Worship Team and select music for all worship services.
2. Submit music for worship services to the office in a timely fashion.
3. Develop plans, goals and lead all choir rehearsals/performances.
4. Coordinate with the Facilities Manager for any needed setups.
5. Hire and manage choir section leaders as required.
7. Plan and contract for guest musicians.
8. Select and plan choral literature and instrumental music for each choir and all worship services.
9. Work with the Director of Christian Education for Children & Youth music programming. Oversee the Children & Youth music programming in close collaboration with the Director of Christian Education.
10. Engage in the life of the Church in order to identify and invite members and friends of the Congregation into musical opportunities.

Administrative Functions:

1. Attend weekly staff meetings
2. Oversee the administration of Section Leaders.
3. Prepare budget requests with the Board of Deacons.
4. Oversee the music budget
5. File and maintain music library.
6. Write newsletter articles and notes as needed.
7. Plan for the maintenance of all musical instruments.
8. Plan and execute an annual choir retreat.
9. Staff liaison to Board of Deacons

To apply, send cover letter and resume to Rev. Eldonna Hazen, Senior Minister,
ehazen@firstcongmadison.org. Three references should be made available, upon request.