

# Haydenville Congregational Church

143 Main St., Haydenville, MA 01039

## Music Director Job Description

**Title: Music Director**

**Status: Part-time, approximately 12 hours/week**

**Date: February, 2022**

**Reports to: Pastor**

**Salary: \$15,000**

### **Primary Function**

The Music Director develops and leads the worship music ministry for the church, in consultation with the Pastor, Music Committee, Worship Planning Committee and other members as necessary, in a way that is consistent with the mission, values, and theology of the Haydenville Congregational Church.

### **Essential Duties and Responsibilities**

#### Determine Music for Worship Services

In conjunction with the Worship Planning Committee, determine music for the Sunday worship service that supports the thematic elements of the service and serves as spiritual inspiration to the congregation. Prepare music for up to 3 “special services” outside of Sunday worship (e.g., Christmas Eve, Ash Wednesday).

#### Direct Choir

Prepare and direct the choir at Sunday services and special services as scheduled. Conduct at least one hour of rehearsal each week. Schedule and conduct extra rehearsals as required. Play piano/organ at weekly rehearsals and special rehearsals. Recruit new choir members and order choral music as needed.

#### Organist/Pianist

Perform at scheduled Sunday services and special services as required. Perform at weddings and funerals, if available (standard fee will be paid for each such performance). Secure substitute Organist/Pianist as needed.

#### Administration

Select and purchase music, music supplies and instruments within the allotted budget.

Ensure proper care and operation of instruments, and schedule annual inspection and servicing of the organ.

### Committees

The Music Director is, by Bylaw, a permanent member of the Music Committee and the Worship Planning Committee. Meet weekly with the Worship Planning Committee to plan and coordinate music for worship services. Meet quarterly with the Music Committee to review music selections, create opportunities for varied participation such as solos, duets, trios, etc., and discuss further development of the music program.

### **Required Knowledge, Skills and Abilities**

Bachelor's Degree in music or equivalent experience. Familiarity with liturgical music. Ability to clearly and effectively express musical direction. Ability to motivate, direct and lead members of all ages. Proven competence and facility on piano; competence on the organ preferred, but not required.

### **Hours and Compensation**

This is a part-time position requiring approximately 12 hours per week, but the actual amount of time required will vary from week-to-week across the year. The position provides three weeks vacation time during the beginning of July, and up to two additional Sundays off to be scheduled in consultation with the Worship Team. The annual salary for this position is \$15,000.