

Center Congregational Church - United Church of Christ
11 Center Street
Manchester, Connecticut 06040
Gathered in 1779.

Director of Music Job Description

Music Ministry/Worship

Coordinates all aspects of music for worship services. Supervises paid section leaders. Provides leadership, recruitment, supervision, and vocal training for volunteer choir members in established ensembles. (Chancel Choir, Handbell Choir, Children's Choir)

Provides musical leadership, choir direction, and accompaniment for regular Sunday worship services as well as for special services. Special services include church holidays such as Ash Wednesday, Meal in the Upper Room, Maundy Thursday, Good Friday, Easter, Christmas Eve, special Advent services and others as determined by the Pastor.

Note: Weddings, funerals, and memorial services are not included and would involve additional separate remuneration from the parties involved.

Rehearsal/Preparation

Supports music ministry through accompaniment and direction of all musical ensembles and hired musicians including Chancel Choir, Handbell Choir, soloists, and occasionally the Children's Choir. Has the ability to work with volunteer musicians of all levels. Selects and prepares music for Prelude, Postlude, Choir Anthems, and other musical moments in the service. Communicates musical choices, names of soloists and instrumentalists to the office staff to be placed in the worship service bulletins.

Boards/Committees

Participates with the Pastor and the Music Committee to support the wider vision of the church. Serves as an active member of the Music Committee. Serves as a musical resource to other boards, committees, and church groups as needed. Attends worship planning meetings and other staff meetings when required. Attends Church Council meetings if called. Attends events sponsored by professional organizations related to church music. Keeps abreast of current musical trends in worship. Engages in continuing professional education.

Administration

Performs all related administrative duties, including programming the organ, and providing written instruction and training on how to operate the organ system for any vacation time taken. Responsible for securing coverage for any unexpected absences or illness. Oversees music room, choir loft, materials, robes, handbells, organ, pianos, and other musical instruments owned by the church. Schedules instrument tuning and repair as necessary.

Reports to

Senior Pastor and Music Committee

Hours & Benefits

- Approximately 14 hours per week/allows for flexibility during the church year/seasonal schedules.
- Annual salary range of \$17,500 to \$21,840 based on experience. (paid on the 1st and 15th of each month)
- Office space and supplies provided.
- Paid vacation time (number of weeks negotiable) to be scheduled in consultation with the Pastor.
- Eligible for paid sick time. (number of weeks negotiable)
- Health insurance and pension benefits are not provided.

Apply by sending a resume with cover letter and two professional references to birdibruce@att.net Music Committee representative or mail to the address above to the attention of Birdi, Music Committee.

Center Congregational Church is an Open and Affirming Church in the heart of the Manchester community.