

# **United Christian Church**

15509 116<sup>th</sup> Ave. SE Renton, WA 98058-4604

## **Position Description - Music Director**

### **MISSION**

Micah 6:8 tells us, “To act justly, to love mercy and to walk humbly with your God.” We are committed to being loving, open and affirming to all. Living our faith, we will take risks as we dynamically enhance lives, transform our communities, and stand up against injustice wherever we encounter it.

### **PURPOSE**

- Direct and perform music for worship on Sunday mornings and for special church events. Help coordinate development of evolving music program and budgeting.

### **DUTIES AND RESPONSIBILITIES**

- Plan music for all worship services (including but not limited to; Christmas Eve, Ash Wednesday, Maundy Thursday, and occasional special services).
- Partner with the Pastor to coordinate music selections for each worship service with the goal of integrating theme and mood including a review of worship materials (e.g., bulletin and digital elements).
- Lead singing of hymns for weekly worship services or arrange for song leader to do so (if requested).
- Recruit and oversee additional vocalists/musicians/small groups/choir in support of the overall music ministry (Both paid and church volunteers).
- Coordinate and conduct rehearsals as needed in support of music or choral program which may include a mid-week rehearsal and warm up practice before Sunday worship service.
- Coordinate with the Pastor and Worship Committee Chair, with approval of Council, the music budget.
- In the event of the congregation worshipping remotely the Music Director will coordinate with Pastor and arrange for the music components of online services.
- Have the right of first refusal to provide music for weddings, funerals, memorials and other private or external events but can arrange to do so for compensation provided by outside requestor.

### **OVERSEE:**

- Choir music library and database – purchase new music or update as new music is obtained.
- Manage all copyright licenses and reporting to licensing agencies.
- Set up and take down worship service/music equipment as needed.
- Supplemental digital worship service elements.
- Promotion and recruitment for music ministry.

## **EXPERIENCE, SKILLS & ABILITIES REQUIRED**

- Experience leading music in worship settings
- Able to sing solo.
- Play music on one or more instruments (e.g., guitar) in coordination with staff pianist (preferred).
- Proficiency in using necessary technology including sound, lighting, camera, and computer or digital components
- Supportive of United Christian Church of Renton's mission statement and values for diversity and inclusion.
- Appreciates working with a wide variety of singing abilities and musical skills.
- Ability to lead a wide variety of music styles (sacred, jazz, global, classical, gospel, secular)
- Ability to work with a variety of team members in coordinating the musical component of services and programs.
- Familiar with worship music that incorporates diversity in cultures, faith traditions, and musical styles.
- Have a basic understanding of a variety of church organizations and worship structures.

## **ACCOUNTABILITY**

- The Music Director is accountable to the Pastor and the Worship Committee Chair with governance from the Council.
- Annual review of performance and salary will be conducted by the Pastor and the Worship Committee Chair. Salary adjustments require approval from the Council.
- Concerns regarding working conditions will be directed to the Worship Committee Chair. If such problems are unresolved, they may be presented to the Pastor.

## **TIME COMMITMENT AND PAY**

- This is a salaried, part-time position (approximately 8-10 hours per week) to be paid twice monthly in equal payments over a 12-month period, no medical or dental benefits.
  - Salary range is \$12,000 to \$15,000 annually, depending on experience.
- 2 paid worship weeks off per year (includes preparation for worship and worship time)
- 13 hours of sick time annually.
- Vaccinated and boosted for Covid 19 or any contagion determined to be a public health crisis by state or federal agencies.

Washington State is an at-will employment state meaning either the employer or employee may part ways with the other party at any time. In the event the Music Director resigns from their position, a 30-day notice is suggested.

Our church is open and affirming. Diverse candidates are encouraged to apply.

To apply for the Music Director position, send a letter of interest and resume to [inquiry@uccrenton.org](mailto:inquiry@uccrenton.org). Applications will be reviewed as they are received.