

**CHURCH OF THE NATIVITY UNITED CHURCH OF CHRIST**  
**1530 Colvin Blvd., Buffalo, NY 14223**  
**(716)875-3365**  
[www.nativityucc.org](http://www.nativityucc.org)

**Music Director Position 2022**

**Position Description:**

The Music Director is responsible for designing and implementing and overseeing all aspects of the music ministry program of the Church of the Nativity, with the exception of the Praise Team. The music program serves to promote the Christian faith within the Church of the Nativity by enhancing the quality of the worship experience and developing the musical gifts of church members. An outline of Nativity's current Music Ministry is included on the attached.

**Scope of Position:**

This position is a part-time position, averaging approximately 20 hours per week, depending upon the responsibilities. The Music Director is expected to be a hands-on, playing member of the music staff and to coordinate music offerings and rehearsals with other music staff. The Music Director is a professional staff job at the Church of the Nativity and is expected to participate as a team member with the pastor, staff members of the Church, lay leaders, choristers, musicians, soloists and all parishioners, always mindful that we are all members together in the body of Christ.

**Principle Responsibilities:**

Serve as Organist at Traditional Worship and Direct the Chancel Choir and English Hand Bell Choir.

- Prepare and play gathering music, prelude, postlude and other musical portions of the service to create a worshipful environment.
- Provide an accomplished accompaniment to all hymns during the worship service to lead parishioners in singing and to teach unfamiliar hymns.
- Arrange for, rehearse and accompany paid soloists and instrumentalists appropriate for the needs of the music program and within budget parameters.
- Provide musical accompaniment for weddings and funeral/memorial services held at the Church of the Nativity, if available, or arrange for a substitute. (The Music Director will be paid an additional fee for playing at weddings and funeral/memorial services.)
- Rehearse and direct the Chancel Choir to present one inspirational anthem each week for worship, September through mid-June.
- Direct the Chancel Choir in hymns during the weekly on-line service recording that occurs at the beginning of the weekly choir rehearsal.
- Rehearse and direct the English Hand Bell choir to present one or two anthems once per month during the 10:30 service, September through mid-June. (Or arrange for and supervise another director.)
- Schedule and rehearse soloists and special music in the summer and when no choir is singing.
- Arrange music for special holiday services to include:
  - *Three services on Christmas Eve.*
  - *Services conducted during Lent: Ash Wednesday, Maundy Thursday, Good Friday.*
  - *Additional services or concerts, as arranged by the pastors and the Worship Committee (average of 1-2/year)*
- Communicate effectively with Choirs, church members, and church staff.
- Recruit members for the music program.

Serve as Keyboardist and Direct youth choir or supervise an individual hired for this portion of the music ministry.

- Select and arrange appropriate music for the youth choir, maintain music files/library, conduct weekly rehearsal (September-May), instruct the children in appropriate music and performance skills, and nurture and encourage the children's passion for music.
- Co-ordinate the involvement of parents to assist with supervision at rehearsals, if needed.
- Communicate with parents/guardians consistently and frequently with rehearsal schedules, worship presentations, and any behavioral issues that may arise.
- Recruit youth members into the choir.
- Teach music during VBS week (if available).

**Administrative and General Responsibilities:**

- Select and purchase music for choirs, soloists and instrumentalists within budget parameters.
- Maintain a complete and well-arranged music file, within budget guidelines.
- Arrange for organ and other instrument maintenance and tuning.
- Direct all aspects of the music program and coordinate the selections of other music staff.
- Serve as substitute keyboardist and director of Praise Team on Sunday mornings when Praise Team Director is away.
- Meet with the pastor as necessary to plan and coordinate musical selections for upcoming services.
- Arrange for substitute organists during vacations and other absences.
- Write a quarterly submission for the Nativity News newsletter on activities in Music Ministry.
- Attend regular Staff Meetings including two yearly retreat days.
- Other duties as assigned.

**Accountability:**

Ultimate accountability is to the church governing board, the Church Council, the only body which has authority to hire or terminate the employment of the Music Director. Day-to-day duties are overseen by the Minister. The Personnel Committee provides an annual review and is available for support if problems arise.

**Requirements:**

Proficient in organ, piano, and voice

Previous experience directing a music program or music ensemble

Successful criminal background check paid for by the church

**Organ:** Schlicker, 2 Manual, 9 ranks

**Salary: \$15,000-\$20,000, depending on experience and scope of position. Director oversees music ministry and may choose to oversee the hiring of musician(s) to lead children's/bell choirs.**

**Contact:** Please send cover letter and resume to: Lynn O'Connor, Search Committee Chair,  
[musicdirector@nativityucc.org](mailto:musicdirector@nativityucc.org)

# CHURCH OF THE NATIVITY MUSIC MINISTRY

## WORSHIP

**Contemporary Worship:** 9:00 a.m. Sundays; Praise Team provides music every Sunday from September – June and once each month during July and August.

**Traditional Worship:** 10:30 a.m. Sundays; Organist plays gathering music, prelude and postlude. Various choirs provide anthems from September – June, soloists throughout the summer.

## ENSEMBLES

**Chancel Choir:** Sings at 10:30 service from September to second week of June. Rehearsals are Thursday evenings from 6:00-7:30 pm and Sunday mornings from 9:00-10:15. Membership of 15-18.

**English Hand Bell Choir:** Plays the second Sunday of the month, generally, plus Christmas Eve and Easter Sunday from October through June. Rehearsals are Thursday evenings from 7:30-8:30 pm. Bells span three octaves. Current membership is 10-11.

**Youth Choir:** Sings during worship on occasional basis. Kindergarten through grade 8. Sings September through May, plus Christmas Eve. Currently rehearses on Sunday from 11:45-12:30. Membership of 5.

**Praise Team:** Rehearsal for Praise Team 2 is 7:00-9:00 p.m. the first Tuesday of the month, singing for the 2<sup>nd</sup> and 3<sup>rd</sup> Sundays. Praise Team 4 rehearses the fourth Saturday of the month from 10:00 am – noon, singing the 4<sup>th</sup> and 1<sup>st</sup> Sundays of the month. During July and August, the Praise Team provides music one Sunday each month. Rehearsals on Sundays for the respective teams is from 8:15-8:50. 9 members include Percussion, Acoustic Guitar, Keyboard, and Vocalists. Director selects the music appropriate to the weekly themes, rehearses with and directs the Praise Team, and plays keyboard.