

State Street Church, United Church of Christ

Music Director/ Organist

The purpose of this part-time position is to oversee and provide the music program for State Street Church including Sunday worship, special services for Christmas Eve, Holy Week and Easter, and weddings and funerals. This person shall direct and accompany the choir(s), collaborate with the pastor to select music appropriate for all worship services, and shall play organ and piano for services. Reports to the Pastor

Key roles and responsibilities

- Play the organ and piano for all worship services, including hymns, prelude, postlude, offertory/ choir piece, and other music as may be required
- Support success of and lead the volunteer adult choir including choosing music appropriate for member abilities, recruiting new members and leading regular rehearsals
- Work with the pastor to select music liturgically appropriate for all worship services, incorporating a variety of music genres
- Utilize church members' volunteer musical talents including as singers, using various instruments as appropriate, etc.
- Recruit/hire, schedule and oversee guest musicians

Additional responsibilities

- Oversee maintenance of the church organ and three pianos
- Oversee and maintain the music library
- Secure needed music copyrights and permissions
- Ensure appropriate musical licenses have been obtained for livestreaming
- Help develop and manage the annual music budget
- Play for weddings and funerals (with honorarium)
- Procure substitutes for all absences
- Arrange/ compose music for individuals or groups as needed
- Maintain a level of technical and musical proficiency appropriate to the position
- Perform own secretarial work

Qualifications

Required

- Degree in music and/or equivalent experience (master's preferred)
- Professional mastery of organ and piano
- Proven experience working with amateur choir or demonstration of skills necessary to do so
- Knowledge of current trends and resources in church music
- Experience with various music genres
- Ability to physically access the organ and piano (up four steps)
- Must pass background check

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Additional considerations

- Is familiar with church worship, preferably United Church of Christ
- Has working knowledge of music related computer technology and can create or locate tools to help choir members learn and practice their parts
- Works cooperatively, amicably, and professionally with the pastor and others
- Maintains confidentiality related to church staff, members, and church business
- Communicates effectively with church staff and members
- Is creative and flexible in meeting the challenges of the church in this era
- Has some association with American Guild of Organists

Conditions of employment

- Part time, year-round position typically 15-20 hours per week (but may require additional or fewer hours some weeks)
- Some evening and weekend duties in addition to Sunday worship
- Hours flexible, determined by mutual agreement with pastor
- Compensation starting at \$20,000 – commensurate with education and experience
- Retirement contribution 3% of salary
- Paid time off
- Further absences may be agreed on with the Pastor in advance with coverage and expense provided by the Music Director.
- Medical coverage – not provided
- May use church organ and pianos for private teaching lessons