**The Congregation Church of Topsfield (CCoT), an Open and Affirming Congregation** **and member of the United Church of Christ,** seeks a Music Director/Organist (MDO) to be in charge of its music program for the purposes of Christian worship.  The target date for hiring is June 15, 2022 but this is open to negotiation.

The CCoT has an active Chancel Choir and a Bell Choir.  It also hopes to reinstate a Children’s Choir once the COVID-19 pandemic has subsided.  The MDO will be responsible for rehearsing and directing these choirs.   The MDO will be expected to choose appropriate music for anthems, preludes and postludes for each Sunday and to interact with the Senior Pastor and Associate Pastor who choose hymns for worship.

The church has a very good organ and grand piano in its sanctuary and Chancel.  The MDO must have excellent facility with performance on these instruments.  The church has maintained an extensive library of music for vocal choir and bell choir.

**Job Requirements:**

·         Past experience in directing choirs and congregations in Christian worship

·         Degree(s) in music performance or music education or considerable experience in organ and piano performance and directing choirs.

·         Detailed job description (See Appendix A)

**Compensation and Benefits Package: (20 hour week on average)**

·         Salary Range shall be competitive but depends on level of education and/or experience

·         4 weeks paid time off

·         $1,000 annual work related education stipend

**Appendix A (Job Description)**

**Position Title:** Music Director and Organist (MDO)

**Position Purpose:** The Music Director and Organist is the most important music position in the church. The MDO is ultimately responsible for all music activities at the church including the Chancel Choir, Bell Choir, Children’s Choir, organ music, piano music, and guest performers.

**Time Requirement:** The Music Director and Organist will work an average of 20 hours per week over the course of the year. The church understands that the MDO is likely to work more than 20 hours per week at certain times during the program year, especially in advance of Christmas and Easter, but is likely to work less than 20 hours per week during the rest of the calendar year. From September to mid-June the MDO rehearses the Chancel Choir 1.5 hours per week, the Bell choir 1 hour per week, and the MDO can expect to devote about 2 hours to Sunday Worship.  The MDO is expected to attend weekly staff meetings which last about 1 hour.  The Children’s Choir will require additional time if it is reinstated.

**Reporting Relationship:** The Music Director and Organist will be directly supervised by the Senior Pastor. The activities of the MDO fall under the governance of the Board of Deacons.

**General Responsibilities:** Recommend, select and coordinate music selections with the church’s pastoral staff to be used in all worship services.  Organize and conduct weekly rehearsals (from approximately September 1 until approximately June 15) for the church’s Chancel Choir and Bell Choir including coordinating and communicating rehearsal times and locations for weekly worship services and special events. Conduct Chancel and Bell Choirs and play the organ and/or piano at weekly worship services.  Prepare a summer music schedule (approximately June 15 to approximately September 1) of substitute organists and church members willing to perform for Sunday worship services when either the MDO, the full choirs, or both may not be available.  Report at least quarterly to the Board of Deacons regarding all music activities.  In the past, the Congregational Church of Topsfield Music Program has presented a Christmas Concert during Advent.  This has not been the case during the COVID-19 pandemic but may be reinstated when it safe to do so. In that event, the MDO will be responsible for designing the program and having special rehearsals as necessary.

**Secondary responsibilities:**  Organize and manage special musical performances at Christmas and Easter.  Organize and manage the church’s Children’s Choir for occasional special performances, particularly the Christmas Pageant.  Assist and advise, as available, for weddings and funerals held at the church. It is understood that conducting and performing at these events is not a requirement of this position, however, the MDO will have the opportunity to contract for additional compensation at these events as required and/or requested.  Advise and assist with the church’s mission and presence in the community and coordinate the church’s involvement in special events such as Memorial Day and Veteran’s Day ceremonies.

**Terms and requirements:**  Four weeks per year of paid time off is included.  The MDO will be responsible to coordinate with the church’s Office Manager for publicity and other details regarding the special performances at Christmas and Easter. Additional funding may be considered by the Church Council and Board of Trustees for such events, including the potential hiring of musicians and soloists, if necessary.

**Contact for application:**

**Please send resumes and list of references to:**

John Szymanski, Chair of MDO Search Committee

[jszymanski8@gmail.com](mailto:jszymanski8@gmail.com)

or         Chair, Music Committee

            Congregational Church of Topsfield

            9 East Common St

            Topsfield, MA 01983