

FIRST CONGREGATIONAL CHURCH OF WEBSTER GROVES

UNITED CHURCH OF CHRIST

10 West Lockwood Ave. Webster Groves, MO 63110

JOB DESCRIPTION

DIRECTOR OF MUSIC and ORGANIST/ACCOMPANIST

- I. The Director of Music and Organist (DMO) works with other Professional Staff and, under the auspices of the Parish Life Ministry, with the Music Committee or any other team for developing the liturgical and other spiritual life of the church. The DMO is responsible for music at all regular and special services and such rehearsals as may be necessary. The individual plans scope and content for, and conducts, the Chancel Choir and Canterbury Bells, and has primary responsibility for all music programming for the church's young people.
 - a. Regular services and rehearsals include:
 - A. Sunday service at 9:55 a.m. (there may be occasions requiring two services)
 - B. Rehearsal with the choir(s) under the DMO's leadership
 - C. Rehearsal with soloists as required
 - b. Special services include:
 - A. Thanksgiving Day, Christmas Eve (2 services), Wednesday services during Lent (as these may arise), Maundy Thursday, and any other liturgical observances that may be scheduled
 - B. Weddings, funerals, and memorial services
 - C. Services in addition to the above
- II. Other duties of the Director of Music include, but may not be limited to:
 - a. Arranging for substitute organists, and vocal or instrumental groups or soloists for any regular or special service. No musician may be invited to perform at any regular or special service without the knowledge and prior consent of the Director of Music.
 - b. (with the Music Committee) Developing a budget to support music activities' growth and development.
 - c. Serving as a non-voting member of the Music Committee, with the authority to request a meeting of that committee for any special event, concern, or problem that may arise.
 - d. Developing a program of music enrichment and performance for all ages, usually in cooperation with the Christian Education Ministry, Director of Christian Education, and Coordinator of Youth Ministries.
 - A. This duty may be delegated to a paid or volunteer Assistant Director of Children's Music.
 - e. Developing a fine arts performance schedule, especially to make use of and increase visibility of the faith community and its facilities.
 - f. Providing for
 - A. the condition of the musical instruments
 - B. the condition and contents of the choir library
 - C. the condition of the choir vestments
 - D. program notes for the bulletin
 - E. texts for anthems and/or solos for the bulletin
- III. As Organist/Accompanist the DMO will

- a. Select music to meet the special and changing needs of the services, learn or review it, and determine organ registrations.
 - b. Learn and adapt choir and hymn accompaniments for the organ.
 - c. Accompany rehearsals of any choirs, soloists, or ensembles.
 - d. Organize and maintain a library of organ literature.
 - e. Perform recitals and participate in other musical concerts as agreed upon with the church.
- IV. Job performance of the Director of Music will be evaluated by the Professional Staff Committee in consultation with the Minister, who will serve as supervisor.
- V. Compensation: This position is based on 30 hours per week
- a. Salary is negotiable commensurate with experience
 - b. Benefits package includes health and dental insurance, term life/disability insurance, and pension allocations, personal days and vacation.

Contact Information:

Please send a resume and cover letter by October 31 to:

Ms. Chris von Weise

chrisvonyz@gmail.com