

The Joint Worshipping Community of
**Robinson Elmwood United Church (Presbyterian Church USA) and
Fairmount Community Church (United Church of Christ)**
Job description for **Music Director**

Definition: The Music Director must skillfully play the piano for worship services (one each Sunday morning plus a small number of additional services during the year), doing so in a way that respects the traditions of both congregations, creating an atmosphere of celebration and reverence to God. The ability to play organ is a plus. The Music Director also rehearses and leads the choir (when COVID restrictions permit).

Required Proficiencies

- Competency in playing piano.
- Experience accompanying and leading choirs, soloists and ensembles.
- Knowledge of how to find appropriate musical selections for vocal and instrumental offerings.
- Ability to play a variety of styles of appropriate worship music.
- Ability to read music.
- Willingness to work collaboratively with the pastors of both congregations and the joint Worship and Music Committee.
- Skilled and comfortable in leading group singing, promoting congregational involvement.

Reporting Relationship

The Music Director...

- Works under the direction of the respective pastors, meeting collaboratively with them on a regular basis for planning purposes.
- Works closely with the joint Music and Worship Committee for planning and resourcing.

Job Tasks

- Use gifts and talents to prepare and share music used for preludes, postludes and offertories, coordinating with the pastors regarding appropriate music to be used for these offerings.
- Identify musical gifts and talents of members of the congregations and encourage them to share these gifts for worship.
- Coordinate and accompany all soloists, choirs, ensembles, or invited guest musicians.
- Meet with pastors as requested.
- Serve as an active member of the Worship and Music Committee, attending the committee's meetings.
- When not available, make arrangements for a substitute musician.
- Perform job tasks in a professional manner and within guidelines of conduct provided by the churches.
- Provide input to Worship and Music Committee for preparation of the annual budget.
- Coordinate piano tuning as needed within budget limits and recommend organ maintenance to REUC office administrator who will schedule the servicing.
- Meet deadlines for timely bulletin preparation.

And, in the role of choir director,

- Be sensitive to the styles of music enjoyed within the congregations, providing a balance of musical styles, and taking into consideration the abilities of the choir members.
- Be responsible for the recruitment and retention of choir members.
- Select music which supports the theme of the service and season of the church year, using guidance from the pastors and the lectionary.
- Procure music, operating within the parameters of the church budgets.
- Lead the choir at its weekly rehearsals.
- Help to maintain the music libraries.

Hours of Employment and Scheduled Services

- Unless otherwise advised, the Music Director is required to be at all Sunday morning worship services and Christmas Eve. Additional services may include Ash Wednesday, Maundy Thursday, Good Friday, a second Easter service, a Thanksgiving service, and a second Christmas Eve service.
- Attend meetings with the pastors as scheduled.
- Attend all choir rehearsals.

Compensation

- This is currently not a salaried position. Payment for services rendered is upon a per diem rate.
- Current compensation as approved by the session of REUC and the council of FCC:
 - \$150 per scheduled worship service which includes musician warm-up and rehearsal as needed prior to worship.
 - \$75 per weekly choir rehearsal.
 - \$25 for attendance at Worship and Music Committee meetings.
- Remuneration for weddings, funerals or other events will be privately arranged between the Music Director and the funeral home directors, the wedding couple, or other persons in charge of the event.

Other

- A three-month performance review will be performed by the Personnel Committees in consultation with the pastors, to be followed by annual reviews or as needed.
- As with regular church staff, the musician is expected to pass any required background checks and must comply with church policies regarding COVID safety.
- The Music Director will receive a copy of appropriate sections of REUC and FCC policy manuals to ensure said policies are being followed. These manuals may be updated at any time at the discretion of the REUC session and FCC Council.