

United Church of Christ of Robesonia

301 West Penn Avenue; Robesonia, PA 19551

DIRECTOR OF MUSIC EMPLOYMENT CONTRACT

This employment contract is between the United Church of Christ of Robesonia and

Name: _____

Address: _____

Phone: _____ Email: _____

Effective Date: _____

A. GENERAL UNDERSTANDINGS AND COVENANTS

1. The Director of Music is an important part-time paid staff position serving the congregation: 10 hours per week
2. The Director of Music agrees to recognize and facilitate the pastoral dimension of this position, including maintaining the confidentiality of information.
3. The Director of Music agrees to live by the United Church of Christ of Robesonia's Congregational Behavioral Covenant and SafeConduct Church Policy. *(Copies attached)*
4. The Director of Music is an employee of the Consistory and is directly responsible to and supervised by the Pastor. The Director of Music is ultimately responsible to the Consistory.
5. The Director of Music will provide Federal and State Clearances to be filed with the church. The fees will be reimbursed to the Director of Music.

B. CHURCH SECRETARY'S JOB DESCRIPTION

1. The responsibilities of the Director of Music will include but not be limited to those described in the Job Description attached to this Contract.

C. HOURS:

1. This is a part time position of ten hours.
2. Rehearsals are on Thursday evenings from 6:00 pm to 7:00Pm.
3. Sunday Mornings: brief rehearsal at 10:00am and service at 10:15.
4. Preparation time and personnel rehearsing is at your discretion.

D. CHURCH'S RESPONSIBILITIES

The church shall provide the following:

1. Compensation

- a. Starting annual Salary of \$_____ paid twice a month, on the 15th and the last day of the month.
- b. Two weeks of paid vacation time. This should be planned in advance in consultation with the Pastor.
- c. Sick leave shall be in accordance with Pennsylvania Southeast Conference guidelines.
- d. Parental leave shall be in accordance with Pennsylvania Southeast Conference guidelines.
- e. No health benefits or Pension will be provided.

2. Pastor and Consistory representatives shall conduct an annual review and evaluation of the Director of Music's working relationships and job performance. The review shall be conducted in the fall when the Consistory is developing the budget for the new year. This review committee then shall make recommendations for Contract/Job Description revisions and merit increases to the Consistory.

E. OTHER

1. This Contract can be terminated by either party with 30 days advanced written notice.

Church Secretary:

Printed: _____

Signed: _____ Date: _____

Consistory:

Printed: _____ Title: _____

Signed: _____ Date: _____

Consistory:

Printed: _____ Title: _____

Signed: _____ Date: _____