

**Job Description for Position of
DIRECTOR OF MUSIC
UCC of Robesonia
301 West Penn Avenue
Robesonia, PA 19551**

A. GENERAL UNDERSTANDINGS AND COVENANTS

1. The primary purpose of the Director of Music of the UCC of Robesonia is the praise of God and the support and enrichment of our worship and spiritual life as Christians.
2. The Director of Music is an employee of the United Church of Christ and is supervised by Consistory directly responsible to them. He/she will cooperate with the Worship Committee in the general planning and leadership of the music ministry program.
3. The Director of Music agrees to recognize and facilitate the pastoral dimension of this position.
4. The Director of Music agrees to live by The UCC of Robesonia Congregational Behavioral Covenant and Safe Church Policy.
5. The Director of Music, as an employee of United Church of Christ of Robesonia will provide Federal and State clearances, to be filed in the church and kept up to date for employment. The church will reimburse the fees for these clearances.
6. It is understood that a variety of traditions and styles in church music may be appropriate for the services, and that the use of a variety of instruments may be expected.

B. DIRECTOR OF MUSIC'S PRIMARY RESPONSIBILITIES

The primary responsibilities of the Director of Music shall include the following:

1. Provide organ and other keyboard music at the Sunday morning worship service.
2. Be responsible for the leadership of the Church Choirs:
 - a. Rehearse the Senior Choir at least once weekly during the main season from September through late May with additional rehearsals as needed for Christmas, Holy Week, Easter, etc.
 - b. Provide choral music for the services at which the choirs are scheduled to sing.
3. Provide organ and choral music for the following additional services during the Christian year: Christmas Eve, Ash Wednesday, Maundy Thursday, Easter, Special mid-week Lenten services, and Thanksgiving Eve (when held at the UCC of Robesonia).
4. The Music Director shall personally and enthusiastically recruit new people to participate in the church's Music Ministry.
5. Recruit musically talented church members (instrumentalists, vocalists, ensembles) to share their talents at worship during the summer season and at other times.

C. DIRECTOR OF MUSIC'S OTHER RESPONSIBILITIES

Other responsibilities of the Director of Music shall include the following:

1. Subject to the Director of Music's availability (right of first refusal), provide organ and or keyboard music for services not listed above, including Christian Funerals/Memorials and Weddings held at the church. Payment for such services and attendant rehearsals shall be \$50.00 per choir rehearsal and \$200.00 per service and shall be paid by the party involved directly to the Director of Music. If the Director of Music is not available, he/she will arrange for substitute musicians.
2. As the Children's Ministry Program builds, the Music Director may be asked to begin to offer a Children's Music Program. Planning and scheduling for this will done in consultation with the Christian Education Committee and the Pastor.

3. All purchases of music need to be approved by the Worship Committee and then by the Consistory. A budget for Music is provided by the Consistory annually. Any special or large purchases that may go beyond the budgeted amount must go before consistory for consideration. There is a large library of anthems currently available.
4. Maintain the music library in an orderly fashion and maintain a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles.
5. The Director of Music shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the church to liability for penalties under existing or future copyright laws. Notify or consult with the Pastor before use of any music which does not come under the "Public Domain" authorization of our copyright license.
6. Oversee, with the aid of the Worship Committee, the care and maintenance of the church organ, pianos, music library, and choir robes. The church shall provide for the proper care of the instruments. Any problems should be reported to the Worship committee and Consistory.
7. Attend regularly scheduled planning meetings with the Worship Committee (about once a month), and upon reasonable notice, attend such other committee meetings as may be necessary from time to time.
8. The Director of Music, with feedback from the Worship Committee, shall participate in the selection and preparation of preludes, postludes, choir music, special music by small groups or soloists. The pastor in cooperation with the organist is responsible for the selection of hymns and service music and responses.
9. Assist with church functions where music is required.
10. Assist the UCC of Robesonia Music Foundation in preparation for any concerts or special events with guest groups during afternoon or evening events, or during worship.

D. CHURCH'S RESPONSIBILITIES

The church shall provide the following:

1. The Worship Committee shall support and assist the Director of Music in the enthusiastic promotion of the church's Music Ministry.
2. Compensation:
 - a. The salary shall be negotiated at time of hiring with consideration of experience, skills, and education. No Health benefits or Pension will be offered.
 - b. The Director of Music may take a reasonable amount of unpaid leave. This will be arranged in advance in consultation with the Consistory.
 - c. The Director of Music will receive two weeks of paid vacation. This will be arranged in advance in consultation and the approval of the consistory.
 - d. The Director of Music will arrange for a supply organist/pianist. Supplies will be paid with consideration of the suggestions of the PSEC. The Director of Music will notify the Treasurer in a timely fashion for payment to be made to the supply.
3. The Consistory and Worship Committee representatives shall conduct an annual review of the Director of Music's working relationships and job performance. The review shall be conducted prior to the Consistory developing the budget for the new year. The review committee shall then make recommendations for any Contract/Job Description revisions and merit increases to the Consistory.

E. OTHER

1. The Director of Music shall be the principal person to use the church organ. Any exceptions shall be at the discretion of the Director of Music.
2. The Director of Music is encouraged to pursue continuing education activities designed to enhance professional growth in church musicianship, and, when appropriate, encourage members of the congregation to take advantage of such opportunities.
3. This contract can be terminated by either party with a 30-day advanced written notice.

Signed:

_____	_____
Director of Music	Date

_____	_____
President of Consistory	Date

_____	_____
Treasurer	Date