

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 of Robesonia and is supervised by Consistory. 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 Christian Spiritual Aspect of this position.
4. The Director of Music, as an employee of the 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.
5. It is understood that a variety of traditions and styles of sacred 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 Chancel Choir by selecting the music and rehearsing the Chancel Choir weekly during the main season from September through late May.
 3. Select choral music for the following additional services during the Christian year: Christmas Eve, Ash Wednesday, Mid-Week Lenten Services, Maundy Thursday, Easter, and Thanksgiving Eve (when held at the UCC of Robesonia).
 4. The Director of Music shall 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 will be paid by the parties, using the current payment schedule approved by Consistory. If the Director of Music is not available, he/she will assist in arranging 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 be done in consultation with the Christian Education Committee and the Pastor.
 3. Any anticipated purchases should be reviewed with the treasurer. 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. 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 and pianos. The church shall pay for the proper care of the instruments. Any problems should be reported to the Pastor.
7. Attend regularly scheduled planning meetings with the Worship Committee (about once a month).
8. The Pastor, in cooperation with the Director of Music, is responsible for the selection of hymns and service music and responses.
9. 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 the time the hiring with consideration of experience, skills, and education. No Health Benefits or Pension will be offered.
 - b. The Director of Music will receive four weeks of paid vacation. This will be arranged in advance in consultation and the approval of the Consistory.
 - c. The Director of Music will arrange for a supply organist/pianist. Supply persons will be paid by the current payment schedule approved by Consistory.
3. The Consistory and Worship Committee representatives shall conduct an annual review of the Director of Music's job performance. The review shall be conducted prior to the Consistory developing the budget for the new year.

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.

F. CONTRACT SIGNATURES

Director of Music

Date

President of Consistory

Date

Treasurer

Date