

**HUFF'S UNION CHURCH
DIRECTOR OF MUSIC
JOB DESCRIPTION/CONTRACT**

This is a year-round salaried employee based on an average of about 20 hours/week mostly from mid-August through mid-June.

The Director of Music, as an employee of Huff's Union Church, is charged with the responsibility of leading the congregation in worshipping God through music. This position is under the direction of the Lead Pastor.

DIRECTS THE MUSIC MINISTRY OF THE CHURCH

Collaborates with the Pastor and the Worship & Music Committee in planning the worship and music ministry of the Church.

Works directly with the Pastor and the Worship & Music Committee in providing music for the regularly scheduled Sunday services.

Works directly with the Pastor and the Worship & Music Committee in planning, preparing and implementing the details of liturgical celebrations and special occasions in the Church.

Attends meetings of Worship and Music Committee and other meetings as requested.

Recruits vocalists and instrumentalists throughout the year for special services and for summer services. When necessary, practices with these individuals prior to their performance.

Works with the Pastor and Worship & Music Committee as requested to provide supplemental music performances.

Recommends to Worship & Music Committee an annual budget amount for music and instruction supplies for all Choirs.

SERVES AS CHURCH PIANIST/ORGANIST

Plays piano/organ at regularly scheduled Sunday worship services, which shall begin promptly as scheduled.

Selects hymns to be sung at our regularly scheduled Sunday services; also coordinates with Pastor the music for special services such as Good Friday, Christmas Eve, etc.

Selects and prepares prelude, postlude, and offertory for scheduled Sunday services.

Plays piano/organ music for the following worship services throughout the year: Ash Wednesday, mid-week Lenten services, Maundy Thursday, Good Friday, Thanksgiving Eve, Christmas Eve, and other services mutually agreed upon by the Pastor and the Worship & Music Committee.

Monitors the condition of the organ, piano, handbells, and other musical instruments, schedules regular tuning of organ and pianos, reports the need for any repairs to the Council President and Worship & Music Committee chairperson. Arranges for needed cleaning and repairs within budget provisions. Recommends to Worship & Music Committee an annual budget amount for maintenance, servicing, repair, and replacement.

Coordinates selection of music for weddings. The services of the Director of Music shall be utilized for weddings and wedding rehearsals. If the services of an outside organist/pianist are to be utilized, it will be done under the guidance of the Director of Music. Fees shall be received according to Huff's Union Church guidelines

With the Pastor and the family, coordinates music for funerals held within the Church when available. Fees shall be received according to Huff's Union Church guidelines.

CHOIR DIRECTOR

Directs the following choirs and organizes practices;

Senior Choir

Handbell Choir

Children Choir

and other choirs as may be developed

Schedules weekly practice times for all choirs.

Conducts choirs at regularly scheduled Sunday services from Mid-August through Mid-June.

Selects choral anthem to be sung at our regularly scheduled Sunday services; also coordinates with the Pastor the music for special services such as Good Friday, Christmas Eve, etc.

With the assistance of choir members recruits new members for the choirs.

Arranges for the purchase of all printed musical arrangements for the choirs within budget provisions.

Adheres to licensing agreements and copyright laws.

Facilitates music education of all choirs.

Monitors the condition of all choir gowns and with choir members provides for proper handling, cleaning, and storage. Recommends to Worship & Music Committee an annual budget amount for repairs, cleaning, and any addition or replacement gowns. Arranges for needed repairs, cleaning, and additional gowns within budget provisions.

Plans and directs a Children's Christmas musical presentation with assistance of congregation volunteers and in coordination with Pastor, Worship & Music Committee and Children & Youth Ministry Group.

Supports music that is part of Children & Youth Ministry Group activities.

May be asked, but not required to offer music for performance at community events such as nursing homes, or other functions that may arise from time to time.

ORGANIZATION DUTIES/CONTINUING EDUCATION

With the assistance of choir members, maintains an organized music library.

Complies with all Huff's Church policies including arranging for second adult when required under this church's Child Protection Policy.

Provides information as requested for the Worship & Music Committee Annual Report.

On a weekly basis submits to the office, on a schedule determined by the Office Manager, the music information needed for the printing of the Sunday bulletin. This also applies to music used for special services.

Submits monthly choir information to the office by the deadline determined by the Office Manager for publication in the newsletter.

At least once per year attends church music conferences, workshops, or other continuing education programs in person or online subject to funds provided in the budget and with approval of the Pastor.

SALARY

The salary of the Director of Music will be negotiated with the Executive Committee. An annual review will be conducted by the Lead Pastor including input gathered by the Personnel Committee from at least two non-staff members who regularly work with the Director of Music.

A recommendation on salary adjustment will be made by the Executive Committee to the Council based on the evaluation.

Two weeks plus two additional Sundays of paid vacation is allowed per year. The vacation time must be approved by the Pastor. Vacation time cannot be carried over to the following year.

The Director of Music will assist the Executive Committee in securing the services of a qualified substitute pianist/organist. Compensation for the pianist/organist will be paid by the Church.

Paid sick leave for the Director of Music will be at the discretion of the Executive Committee.

Termination of employment is determined by the Executive Committee in consultation with the Lead Pastor and Personnel Committee giving thirty (30) days advance notice. Likewise, the Director of Music shall give notice of termination of employment at least thirty (30) days in advance of termination.

Applicant Signature: _____

Date Signed: _____

The Director of Music position was previously established by Council.

Revisions to the Job Description approved by the Executive Committee on **July 27, 2023**