

Unitarian Church of Montpelier

Job Title: Interim Director of Music

Job Summary: The Interim Director of Music creates and directs a program of stimulating/inspiring music for the church worship services, in alignment with Unitarian Universalist principles and the church's mission and goals. The Director also leads the Church Choir. During the upcoming church year, we anticipate that we will continue virtual Sunday services at least through December 2020 and the Church Choir will need to maintain connection in adapted ways. Plans may change in response to the circumstances of Covid-19 in our local community. The Interim Director of Music will need to work with the Minister and Worship Team to creatively develop a music program and lead the choir in this period of uncertainty and opportunity.

Congregational Description: The Unitarian Church of Montpelier is a Unitarian Universalist congregation that welcomes all as we build a loving community to nurture each person's spiritual journey, serve human need, and protect the earth, our home. We have a robust ministry spanning worship and music, spiritual exploration, pastoral care, and social and environmental justice. We have 249 certified, active members and another 200 or so nonmember "friends" of the congregation. Our Sunday services are vital to the life of the congregation and music is an essential aspect of our worship. The Church Choir is an enthusiastic group of singers who want to continue to grow in their musical skills. It has about 25 members, many of whom have been members of the choir for decades. People of all ages and abilities (musical, intellectual, physical) within the congregation value music for its spiritual nourishment and enrichment.

Reports to: Minister

Status: Part-time, 0.4 FTE (16 hrs/week)

FLSA: Exempt, Salaried

Duration: September 1, 2020 (tentative) through June 30, 2021

Work Schedule: This position will require work on most Sunday mornings. Schedule is flexible beyond that. Office space can be provided. In the case of building closure, all staff will be expected to work from home.

ESSENTIAL FUNCTIONS:

Worship Leading

- In collaboration with the Minister and Worship Team, plans and creates worship services in keeping with our Unitarian Universalist tradition. Works with the Minister to coordinate themes for services.
- In association with the Pianist/Organist, prepares and leads music during worship services. This may include pre-recording of music, live music playing, identifying music videos or audio tracks for inclusion, and song leading.
- Recruits and directs a community of choral singers. This may include coordinating choir practice and participation in worship, educational workshops, and/or community-building events (in person or virtual).

- Provides a diverse selection of music in keeping with UUA Principles and the church mission.
- Stays current on copyright law as it relates to music used for worship services (virtual and in person) and advises the Minister and Worship Team on these matters.
- Recruits and supports musicians of all ages from the congregation. Supports and assists with musical performances by children and youth as needed.
- Leverages networks and relationships outside the church to broaden and insure diverse and spiritually nourishing musical offerings. Recruits guest musicians for a variety of musical pieces during church services.

Administrative

- Provides day-to-day direction to the Pianist/Organist and works collaboratively with the Pianist/Organist in fulfilling the responsibilities of the music program.
- In collaboration with the Pianist/Organist, ensures the maintenance of the church's musical instruments.
- Maintains current records and files regarding all aspects of the administration of the music program, including records regarding budget, attendance and resources.

OTHER RESPONSIBILITIES:

- Develops and maintains relationships with other musicians and music professionals of other faith communities in central Vermont as well as the broader community of Unitarian Universalist musicians. Connects this larger community of musicians to our congregation.
- In collaboration with the Minister and Pianist/Organist, prepares music for weddings, funerals, and special events as needed.
- Participates in regular meetings with the Minister, staff, Music Committee and Worship and Arts Committee.
- Collaborates with the Music Committee chair to direct the committee's activities and participation in the congregation's music program.
- Participates in the broader life of the congregation such as Sunday morning Coffee Hour, all-church events, etc. as time allows.
- Maintains membership in the Association for Unitarian Universalist Music Ministries.

CORE COMPETENCIES:

- **Mission Ownership:** Demonstrates understanding and full support of the mission and values of the Unitarian Church of Montpelier. Works toward the achievement of the mission and guides those involved in all aspects of the music program to do the same.
- **Worship Leadership:** Collaborates effectively to design and facilitate relevant and inspiring worship; directs music to promote experiences of the sacred. Fosters worship moments that invite participants - church choir and congregation - into an encounter with ultimate meaning. Creates musical moments in worship that embrace spiritually meaningful participation.

- **Interpersonal Skills:** Demonstrates ability to lead others and work with a variety of people. Demonstrates the skills of active listening and acceptance of critical feedback. Productively engages others and resolves conflict. Engages people positively with a spirit of generosity.
- **Management Skills:** Demonstrates ability to fulfill commitments, maintain flexibility, and prioritize tasks and approaches work with strong organizational skills. Marshals resources (people, funding, materials, support) to get things done.
- **Creativity and Innovation:** Generates new ideas. Makes new connections among existing ideas to create fresh approaches. Takes acceptable risks in pursuit of innovation. Learns from mistakes. Has good judgment about which creative ideas and suggestions will work.
- **Anti-racism And Multicultural Leadership:** Holds a commitment to anti-racist practices that foster a multicultural environment. Strives to follow practices of cultural appreciation rather than cultural appropriation especially as it relates to music and worship offerings. Is open to continual self-reflection, learning, and growth in this area and encourages this attitude within UCM's music and worship program.

MINIMUM QUALIFICATIONS:

Skills/Knowledge

- Competence in singing performance and keyboard or other instrument
- Demonstrated interpersonal, organizational, communication, and leadership and management skills
- Proficient in use of computer and online technologies including video conferencing, slide show production, and use of YouTube and other video hosting sites
- At least minimal proficiency with video production (strong proficiency preferred)

Experience

- Experience with community music programs, including choral direction as well as working with professional and amateur musicians

Education

- Bachelor's degree with Music major and/or equivalent work experience in choral and church music of any genre

COMPENSATION AND BENEFITS:

The salary for this position follows the [UUA Salary Recommendations](#) (Geo Index 2, Mid Size I) and is commensurate with experience and credentialing. The position also includes health insurance coverage, professional development expenses, and leave time according to the [UCM Personnel Policies](#).

HOW TO APPLY:

To apply, please send the following items to ucm.apply@gmail.com with the subject “Interim Music Director.”

- A cover letter explaining your motivation to apply, interest in the position, and relevant skills and experience
- Resume
- Two professional references
- 1-2 musical samples if available (e.g. performance recordings, music videos, etc.)

Applications will be accepted on a rolling basis beginning August 17th until August 30th. Position will remain open until filled.

The Unitarian Church of Montpelier is a welcoming, liberal religious congregation, founded in 1864. Our spiritual community is vibrant and mission-driven: congregants engage in a wide variety of activities, classes, small groups, family events, fundraisers, meals and compassionate, social and environmental justice-making actions in the wider world.

The Unitarian Church of Montpelier is an equal opportunity employer. We encourage applications from women, people of color and other members of underrepresented groups who will contribute to the diversity of our staff.

www.ucmvt.org

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