Unitarian Church of Montpelier
Job Title: Director of Music

Reports to: Minister

Status: Part-time, 0.45 FTE (18 hrs/week)

FLSA: Exempt, Salaried

Start Date: July 1, 2026

Work Schedule: This position will require work on most Sunday mornings (mid-September through mid-June). The Church Choir rehearses on Thursday evenings. Staff meetings and worship meetings take place on Wednesday mornings. The work schedule is flexible beyond that. Office space can be provided.

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 and Director of Spiritual Exploration to coordinate themes for services.
- In association with the Pianist/Accompanist, prepares and leads music during worship services. This includes choral offerings, pieces performed by guest musicians, and leading songs.
- Recruits and directs a community of choral singers. This includes coordinating choir practice and participation in worship, educational workshops, and/or community-building events.
- 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 ensure diverse and spiritually nourishing musical offerings. Recruits guest musicians for a variety of musical pieces during church services.
- Provides a diverse selection of music in keeping with UUA values and the church mission.
- Working with the Lead AV Operator and volunteers, oversees the sound production for both in-house worship and the worship livestream.

Worship Administration

- Maintains a library of choral sheet music inclusive of a diversity of musical genres and performer skill levels.
- Stays current on copyright law as it relates to music used for worship services (in person and live stream) and advises the Minister and Worship &
  Arts Committee on these matters.
- Administers and maintains the congregation's One License account as well as any other copyright licensing accounts.

- Administers and maintains the congregation's membership in Sing Out Love, the UUA's online hymnal.
- Creates supporting materials for musical elements of the service, e.g. lyric slides and handouts.

Other Administrative Duties

- Provides day-to-day direction to the Pianist/Accompanist and works collaboratively with the Pianist/Accompanist in fulfilling the responsibilities of the music program.
- In collaboration with the Pianist/Accompanist, 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 the music budget.

OTHER RESPONSIBILITIES:

- Develops and maintains relationships with 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.
- Participates in regular meetings with the Minister, Staff, and Worship and Arts Committee.
- Directs any volunteer efforts by choir members and others which support the UCM choir and music program, e.g. maintenance of music library.
- Participates in the broader life of the congregation such as Sunday morning Coffee Hour, all-church events, etc. as time allows.
- In collaboration with the Minister and Pianist/Accompanist, prepares music for weddings, funerals, and special events as available with right of first refusal.
- Maintains membership in the Association for Unitarian Universalist Music Ministries and attends annual AUUMM conference (covered by professional development funds).

CORE COMPETENCIES:

- **Mission Ownership**: Demonstrates understanding and full support of the mission, vision, 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.
- **Choral Leadership:** Familiar with choral repertoire in a variety of styles. Able to teach choral parts and inspire singers who have differing skill levels. Demonstrates knowledge of vocal technique and communicates good singing habits, especially for aging voices. Communicates effectively through gesture and verbalization what is needed to create

sensitive choral performances within worship. Able to plan and manage rehearsals with attention to flow and pacing.

- **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 work independently, fulfill commitments, maintain flexibility, and prioritize tasks and approaches work with strong organizational skills. Marshals resources (people, funding, materials, support) to get things done.
- **Technology Skills:** Comfortable with or willing to learn about the elements of our audio and other tech systems, including the use of microphones and the sound board, which support and enhance our worship services.
- **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 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/choral performance and keyboard or other instrument
- Demonstrated interpersonal, organizational, communication, and management skills
- Proficient in use of computer and online technologies including video conferencing (e.g. Zoom), slide show production, and use of YouTube and other video hosting sites
- At least minimal proficiency with audio and video production (strong proficiency with audio preferred)

Experience

- Experience performing with community or church 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:

Annual salary of $27,585 to $30,645 ($29.47 to $32.74/hr) commensurate with experience. The position also includes a cafeteria/health benefits plan, professional development expenses, and paid 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 "Music Director."

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

Applications will be reviewed on a rolling basis **beginning March 15, 2026**. Position will remain open until filled.

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

www.facebook.com/UnitarianChurchofMontpelier