

**Music Director FIRST UNITARIAN
CHURCH OF ST. LOUIS Updated
10/13/2019**

Job Summary: Administer the music program in line with the Mission Statement of the Church and in coordination with the Choir Director, the minister(s), and the Music Committee. Provide leadership to the Music Committee and provide advice on music performance and resources, including quality of musical instruments available, for all Sundays of the church year. Reports to: Minister Supervises: Choir Director

Time Required: Part-time, salaried position. While the Music Director is not expected to be present every Sunday of the year, especially during the months of June and July when music selection for summer services is delegated to the Music Committee, the Music Director may have input in the selection of worship music and musicians year round. The Music Director shall have three (3) Sundays off during the church year, to be designated by him in collaboration with the minister and the Choir Director.

Responsibilities:

- With the Music Committee and the minister, develop a vision for the music program of the church, covering amount, styles and quality of music, including use of music in all-church events beyond Sunday worship services.
- Prepare annual music budget and monitor and record expenses.
- Schedule musicians to provide music for all worship services when the First Church choir is not performing, including anthem and offertory, engaging both musicians from church membership and outside professionals. Help those musicians coordinate with the Worship Leader when possible.
- Collaborate with the minister, the Music Committee and the Choir Director to develop worship music for the church, including for summer services. Solicit and integrate suggestions regarding music in the worship services.
- Accompany the First Church choir in coordination with the Choir Director. Collaborate with the Choir Director, minister and the Music Committee regarding First Church choir performances.
- Plan and manage the music for up to five (5) additional evening services, including but not limited to Christmas Eve, Ash Wednesday evening, Maundy Thursday, or the Solstices, as determined in consultation with the minister.
- Participate in additional choir rehearsals as needed to prepare for holy days and one or two special Choral Music Sundays per church year.
- Attend Church Council, Policy Board or Staff meetings when requested.
- Schedule musicians for special musical theme Sundays during the church year, such as Jazz or Blues Sunday, including anthem and offertory, engaging musicians from within the church membership and/or outside professionals.

- Rehearse as necessary with soloists for non-choir Sundays and/or ensure that there is an accompanist to rehearse with them.
- Support and assist in developing the church's music program for children.

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- Support and develop creative initiatives within the music program (e.g., special programs, choir exchanges, recitals, and concerts).
- Prepare brief music notes for the Order of Service.
- Coordinate and/or delegate administrative duties, including the tuning and maintenance of church instruments, purchase of any new instruments, and maintenance of the music library.

Qualifications: The Music Director will possess demonstrated competency and continued development in the following areas: knowledge of church music history and current trends; ability to motivate and inspire the other members of the music team at First Church; ability to work with musicians and recruit musicians for church worship; and demonstrated enthusiasm for the music programs at First Church.