

Director of Music

West Park United Church of Christ

Position Summary

The Director of Music provides musical leadership and in collaboration, with the Pastor, creative direction for the worship life of West Park UCC. This role encompasses accompaniment, choral direction, and collaborative planning to support the congregation's inclusive and dynamic worship experience. The Director of Music works closely with the Pastor, Music Committee, and church leadership to ensure music enhances the spiritual life of the congregation and reflects a wide range of musical traditions.

Compensation and Employment

- Salary: \$18,000- \$20,000 per year
- Part-time: approximately 10–12 hours per week (seasonally variable)
- Benefits: None currently offered
- Reports to the Pastor
- Vacation: Four Sundays off per year; additional absences require the musician to arrange and compensate their substitute directly
- Employment Status: At-will employee

Responsibilities

Music Leadership

- Provide musical accompaniment for worship services on piano and/or organ, incorporating a variety of styles including traditional hymns, contemporary arrangements, and global music.
- Direct and lead the Chancel Choir and small group ensembles, fostering participation and musical growth among volunteer singers.
- Plan and lead weekly rehearsals during the choir season.
- Collaborate with the Pastor to select appropriate music for services and special events.
- Recruit and mentor volunteer musicians, including youth and intergenerational participants.

Instrument Care and Coordination

- Maintain and monitor the church piano and organ, coordinating tuning and repairs as needed.
- Ensure the piano humidifier system is functioning properly and the instrument is covered after use.
- Communicate with the church office and service providers for organ maintenance and scheduling.

Bell Choir (Preferred, Not Required)

- Develop introductory workshops to encourage participation.
- Maintain an inventory of bells and related equipment, and assess needs for replacements or repairs.
- Teach basic bell-ringing techniques and coordinate occasional performances.

Special Services and Events

- Provide or coordinate music for major liturgical seasons and services, including Holy Week (Maundy Thursday, Good Friday, Easter), Advent, Christmas Eve, Pentecost, the Sunday after Labor Day, Interfaith Thanksgiving Service, and more.
- Assist with the annual Christmas pageant and special worship events throughout the year.
- Organize annual Christmas and Lenten music programs.
- Participate in weddings and funerals as requested (with additional compensation).

Collaboration and Administration

- Attend regular staff meetings and Music Committee meetings.
- Submit bi-monthly reports to Church Council.
- Hire substitute or guest musicians as needed.
- Support community partnerships and explore creative “worship team” models based on skills and congregational interest.
- Maintain confidentiality in all personnel and congregational matters.

Performance Review

The Director of Music will meet annually with the Personnel Committee and Pasotr to review performance and discuss compensation.