

Job title	<i>Director of Music Ministry (*Could be combined with Organist position)</i>
Reports to	<i>Pastor (head of staff)</i>

About Us

Trinity United Church of Christ is an Open & Affirming (ONA) congregation within the United Church of Christ, located in Wadsworth, Ohio. We celebrate and extend the love of God as shown to us in the life of Jesus Christ. We welcome all who seek to be the body of Christ through the mission, worship, and fellowship of Trinity Church.

Job purpose

The Director of Music Ministry will strive to develop an ongoing cohesive music program. The Director, in consultation with the (Senior) Pastor, will coordinate the overall music ministry of the congregation, provide direction for the music presented in worship, and assist in shaping the worship experience as needed. The Director should be committed to growing the program by expanding those aspects already in place and creating new programs as seem necessary and vital for the worship life of the congregation.

Duties and responsibilities

- Coordinate the scheduling of all music to be performed at all services (Sunday mornings and special services, including, but not limited to Ash Wednesday, Maundy Thursday, Good Friday, & Christmas Eve)
- Lead and coordinate worship music and rehearsals
- Provide direction for all choirs and provide accompaniment as needed.
- Supply information for church publications/bulletins
- Arrange for the maintenance of all music equipment including robes, library (selection, purchasing, and cataloging), organ/pianos, and other and instruments
- Prepare and monitor annual budget for all music ministries
- Coordinate musical leadership/direction for special church events such as weddings and funerals/memorial services
- Coordinate musical leadership/directions for special worship services or community wide services
- Supervise all staff contracted to work with music ministries
- Participate as a contributing member of the Worship, Music, & Arts Committee
- Arrange, in conjunction with the Pastor for fill-in coverage of any planned or emergency absences
- Attend staff meetings (as able)
- Keep current on a broad selection of available music – both new and old
- Oversee and direct our Youth Choirs – Vocal and Bells
- Oversee the Trinity Concert Series – recruiting, contracting, and scheduling talent for 3-4 concerts throughout the year.

Qualifications

- Bachelor's degree in Music preferred or the equivalent background through experience and/or education (students working toward these qualifications are encouraged to apply)
- Training in piano and/or organ.
- Previous experience is preferred.

Knowledge, skills, and abilities desired

- Knowledge and understanding of basic music theory as well as the ability to use a broad range of musical resources including but not limited to:
 - Classical/traditional
 - Spiritual/gospel
 - Contemporary & Jazz
 - Organ and piano
 - Choir direction (vocal, hand bells, other)
 - Directing instrumentalists and vocalists
 - Working with both adults and children
- Person of faith with a sense of direction to his/her/their ministry
- Ability to develop effective working relationships with all church members and staff; work as a team member
- Strong organizational skills
- Demonstrated abilities in information technology, including but not limited to word processing, spreadsheets, presentation creation, internet use, and text messaging.
- Capable of playing piano accompaniment for adults and children's choirs
- Able to work well with all individuals and demonstrate a compassionate and caring attitude

Other requirements of the position

- Write a brief, annual report for inclusion in the Trinity UCC Annual Report.
- Maintain a strong rapport, spirit of cooperation and collegiality with the congregation and staff to promote church unity and direction
- Be a person of integrity and trustworthiness as pertaining to possession of keys and use of the church facility as well as care for the members under their direction.
- Completion of satisfactory background check

Hours of work

- This is a salaried/part-time position of 15 hours per week. Certain reporting periods may require higher weekly workloads and position requires considerable flexibility as to hours worked.
- Sunday worship and Thursday rehearsals are required workdays with other days/hours flexible.
- Vacation time follows the current Trinity UCC Personnel Policies & Procedures for Employees document.

Salary

- Salary is negotiable dependent upon the candidate's years of experience and education.
- Est. Salary \$15,000

Application

- Please submit resume and cover letter to trinity@ucctrinity.com
Or: Trinity UCC Search Committee
215 High Street
Wadsworth, Ohio 44281

Description of Current Music Ministry Program

- Sunday morning worship
 - Currently we have one worship service at 10:30 a.m.
- Our adult and children's choirs are typically active from September 1 – June 1.
 - Adult vocal choir
 - The Trinity Choir rehearses on Thursdays from 7:00-8:30 p.m.
 - This group typically sing three times per month
 - Adult handbell choir that is active from September 1 – June 1
 - Trinity Bells rehearse on Thursdays from 5:15-6:15 p.m.
 - They typically play once a month
 - Children/Youth Vocal Choir (PreK-4th with older kids welcome) and Youth Bell Choir (5th – 12th grade : currently not active)
 - These groups typically rehearses Sundays from 11:35 – 12:15 p.m.
 - These groups typically play as they are ready with the Family Christmas Eve worship being an expected time.
- The Concert series is an offering of 3 to 4 concerts for our church and the community throughout the year.
 - Requires recruiting, scheduling, and contracting talent (local and beyond) for a variety of Sunday afternoon concerts throughout the year.
- Summer Children's Programs and Christmas Pageant
 - Assist as needed and able in music for these programs.