

Unitarian Universalist Church of the Monterey Peninsula

490 Aguajito Road, Carmel, CA 93923

Music Director --- Position Description

JOB SUMMARY

The Music Director at the Unitarian Universalist Church of the Monterey Peninsula (UUCMP) will develop an inspirational and diverse music program from a broad repertoire of styles and cultures, provide professional leadership for the adult choir and children's choir, and encourage the musical talents within the congregation. The Music Director will collaborate with the ministers, staff and lay leaders to create cohesive worship services and carry out programming aligned with Unitarian Universalist principles and values.

The Music Director is engaged by the UUCMP Board of Trustees, supervised by the Ministers, and advised and supported by the Music Committee. This is a professional, half-time position. General conditions of employment are described in the church Personnel Manual.

RESPONSIBILITIES

The Music Director coordinates the planning, implementation, and evaluation of all church musical activities in cooperation with the Minister(s), Music Committee, Worship Associates, and church musicians. The following duties recur regularly:

- Choir Rehearsals — weekly, currently Thurs. evenings for two hours and before worship
- Children's Choir Rehearsals—weekly
- Sunday Worship — two services per Sunday Sept. to May; one service in summer months, Christmas Eve
- Two major seasonal choral presentations (Music Sundays)
- Music Committee meetings --- once a month, for 1 hour
- Worship Associates meetings --- once a month, for 1.5 – 2 hours, plus semiannual planning retreat on a Saturday morning
- Church All Staff meetings - held weekly
- Church Program Staff meetings and Supervisory meetings— held bi-weekly
- Monthly Column on music for the church newsletter
- Weddings & Memorial Services-- Provide music for additional stipend, with right of first refusal, or secure substitute if unavailable

Other important responsibilities include, to:

- Encourage all capable musical volunteers to undertake spiritually satisfying musical activities, both vocal and instrumental.
- Lead congregational singing.

- In collaboration with worship leaders, select music in a wide range of musical styles, both sacred and secular, classical and contemporary.
- Supervise the staff accompanist; engage other contract accompanists, instrumentalists, and vocalists.
- Work with tech team for audio production of services.
- Ensure music licensing and copyright requirements are fulfilled.
- Create opportunities for intergenerational music experiences.
- Help develop, as time permits, special musical events both for the congregation itself and open to the general public.
- Oversee the music library and acquisition of new music; oversee the maintenance of church musical instruments.
- Work with the Music Committee to identify new musical resources, evaluate efforts, and develop an annual budget request; manage the approved budget.
- Membership in AUUMM (Association for Unitarian Universalist Music Ministries) is encouraged.

SKILLS AND ATTITUDES

Through training and experience, the Music Director will show:

- Excellent musical skills: including strong vocal skills, choral conducting skills, knowledge of choral repertoire in a wide range of styles, an ability to work with a wide range of ability in a volunteer choir, and the ability to play keyboard.
- Professionalism, including good personal boundaries and self-care; initiative, creativity, tact, and sound judgment.
- Skills in planning, coordination, conflict management, and dealing with differences.
- Understanding of Unitarian Universalism: including commitment to its values of inclusion and regard for human dignity.

Revised, September 2022