

Director of Music Ministries Job Description

The Director of Music Ministries will have the exciting opportunity to create and shape a fresh vision of a music program that enriches Northlake UU's overall ministry. This individual will work to strengthen our music program and extend it beyond our Sunday worship services, connecting it to the full church community and beyond.

Northlake Unitarian Universalist Church is a congregation of just over 150 members and is growing quickly. Music is of key importance to this congregation. We are proud of our strong musical history and seek to make our music program richer and more engaging.

The Director of Music Ministries supervises the entire music program and music staff of the church. He/she provides vision and professional leadership for our choir and other volunteer musical contributors to our weekly Sunday Services and other events of the Church. This person is supervised by the Minister and works closely with the Worship and Music Teams.

Compensation

This is an exempt position. Salary is \$13 - 15,000 per church year, DOE, payable in equal installments over twelve (12) months. The expectation for time commitment is approximately 10 – 12 hours per week from August to May, and approximately 5 - 6 hours per week June to August.

Critical Skills, Competencies:

- Professional training and experience in vocal and instrumental music and conducting.
- Strong communication, problem solving, organization, leadership, and collaboration skills.
- Ability to effectively lead, inspire, motivate, and develop volunteer singers and musicians with a wide range of skills and experience.
- Interest in and knowledge of a broad range of musical styles.
- Ability to manage a music program through coordinating with volunteers.
- Selecting and maintaining a music library.
- Ability to be a key collaborator in creating energetic and thematically integrated Sunday Services.
- Interest in the musical tradition and current practices of Unitarian Universalist music.
- Ability to communicate and respond to communications in a timely manner with other staff, music and worship committees, and Minister.
- Ability to maintain friendly and effective communications with members of congregation.
- Demonstrate ability and willingness to remain flexible in scheduling choir rehearsals.

Specific Responsibilities:

Worship:

- Collaborating with the minister or other service leaders in the creation of worship services, including music flow, selection of hymns and anthems.
- In consultation with minister/service leaders, selecting music that will contribute to a goal of creating vital, engaging, and celebratory Sunday services.
- Supporting and developing the experience of congregational singing.
- Supporting/training lay song leaders who will lead congregational singing during the summer and on Sundays when the Director of Music Ministries is not present.

- Encouraging and assisting soloists and ensembles, and Northlake instrumental groups.
- In collaboration with the Music Team, arranging for musicians at alternate (non-choir) services.
- Communicating with pianist about service plans, piano, and choir music.
- In collaboration with the Music Team, designing and implementing special musical worship services.
- Providing information to Office Administrator for inclusion in orders of service.
- Networking and staying informed about the variety of musical genres that contribute to vital Unitarian Universalist worship services.

Choir:

- Encouraging singers/musicians to join the Choir.
- Rehearsing with adult choir once a week, September – May and leading the choir on two Sunday mornings per month.
- Recruiting and preparing the choir for special services, such as memorial services, installations, ordinations, and other “state occasions.”
- Serving as an important contact in church’s pastoral ministry to the choir.
- Creating ad hoc choirs or other musical groups to expand the musical experiences available to adult musicians.
- Recruiting, encouraging, and coaching young musicians to provide music for worship services and other Northlake events.

Summer Music:

Hire and schedule pianist for summer services.

General:

- Work with Music Team and Worship Team to plan programs and activities that will enrich congregational life and reach out into the community with music.
- Collaborate with Music Team and church leaders to develop a vision for the future of music at Northlake.
- Maintain contact with music colleagues in other churches and with the wider denomination through involvement in the Unitarian Universalist Musicians Network, American Choral Directors Association and/or other professional and denominational organizations.
- Attend occasional staff or supervisory meetings as scheduled.
- Be a member of Unitarian Universalist Musicians Network (*membership paid by Northlake*).

Schedule Details

- Approximately 38 choir rehearsals per church year (September – June). These have traditionally been held on Sunday evenings, 6:30 – 8:00 pm.
- 20 choir performances at Sunday church services (2 per month, September – June)
- Music services (2 per church year: December & Spring)
- Special events: 2 per year
- Music Team meetings (attend in person or online: monthly, 11 months)
- Worship Team meetings (attend every other month, in person or online. Currently held at 7 pm on first Thursdays)
- Staff meetings every other week (currently held at 10 am on Tuesdays)

Length of Contract

Position is intended to be a long-term position. Each May and June, after the annual pledge drive is complete, and budget is established, the contract would be renewed or adjusted as needed for the next fiscal year.

Inclusion Statement

Northlake Unitarian Universalist Church (NUUC) actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity, gender expression, and all other identities represented among our diverse membership. In keeping with Unitarian Universalism's First Principle, we recognize the inherent worth and dignity of all people. NUUC is an equal opportunity employer.

Though Unitarian Universalist affiliation is not required, our ideal candidate will embrace and align with our liberal religious vision: to be a vibrant and welcoming community, feeding the human spirit, and lighting a beacon for love and justice.

To learn more about us, please visit our website, www.northlakeuu.org, or our denomination's website, www.uua.org for more information about Unitarian Universalism.

Interested candidates, please send resume by 9/28 to:

Janelle Durham – for the Search Team for Director of Music Ministries
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