

**CHOIR DIRECTOR**  
**Northlake Unitarian Universalist Church – Kirkland, WA**

**Reports to: Minister**

**Status:** Quarter time (approximately 10 hrs/wk – varies seasonally)

**FLSA:** Exempt

**Salary:** \$25-32/hr DOE. This position is not eligible for benefits.

**Dates:** Open until filled.

**Music in the Church**

The music program is an integral part of [Northlake Unitarian Universalist Church's](#) (NUUC) ministry, contributing to the spiritual life of the congregation by evoking experiences of wonder, awe, and connection to the spirit of life and love. It nurtures and sustains them in times of challenge and inspires in them a passion for justice.

**Job Summary**

The Choir Director supports the needs of NUUC by providing opportunities for people of all ages and identities to experience creating music in the context of worship; to deepen their understanding of Unitarian Universalism, their UU identities and their commitment to the values, mission, and ends of NUUC; and to connect deeply in our sacred community.

**Hours**

From the second Sunday in September through May, an average of 10 hours per week consisting of weekly 1½ hr. rehearsals, performance on two Sunday services/month, and meetings as needed to accomplish the responsibilities of this position. On performance days, the choir often meets before church for warm-ups and run throughs.

**Choir Director Job Summary and Responsibilities**

- Provide vision and professional leadership for our choir and other volunteers that contribute music to our weekly Sunday Services and other events of the church.
- Run rehearsals weekly. (Currently Sunday afternoons following the worship service)
- Prepare the choir to sing twice a month at services.
- Collaborate with and be a resource for the Minister, tech team and other worship planners to help create energetic, thematically integrated Sunday Services.
- Recruit song leaders for Sunday services and serve as song leader.
- Administer the choir program and supervise the pianist who accompanies choir rehearsals and plays for Sunday services.
- Manage the annual music budget; acquire music and performance licenses in accordance with law.
- Communicate as necessary with participants.

**Minimum Qualifications**

- Bachelor's degree in music, Graduate degree preferred, particularly choral music or conducting
- Experience as a choir director in a congregation or similar setting
- Demonstrated ability to read, teach, play, and conduct a wide variety of music
- Experience and comfort with online music, performance, and conferencing platforms – NUUC currently offers hybrid Sunday services with both in-person and zoom options (choir currently meets only in-person)
- Acceptable annual background check

## **Critical Skills and Competencies**

- Training and experience conducting vocal and instrumental music.
- Sufficient experience with vocal pedagogy to work with and grow amateur singers and musicians.
- Strong communication, problem solving, organization, leadership, and collaboration skills.
- Ability to manage a choir program, coordinate volunteers, and maintain a music library.
- Interest in and knowledge of a broad range of musical styles.
- Have interest in or experience with the musical tradition and current practices of Unitarian Universalist music, composers, and hymnals.

## **Responsibilities include:**

### **Worship**

1. Select choir music that will contribute to the creation of meaningful and celebratory Sunday services.
2. Support and help to develop the experience of congregational singing.
3. Encourage and assist soloists, ensembles, and instrumental groups.
4. Assist with arrangement of musicians for non-choir services.
5. Communicate with the pianist about service plans, hymns, piano, and choir music.
6. Become informed about the variety of musical genres that contribute to inspiring Unitarian Universalist worship services.

### **Adult Choir**

1. Encourage singers/musicians to join the choir.
2. Rehearse once a week, September – May and lead performances on Sunday mornings.
3. Recruit song leaders (usually choir members) for Sunday services.
4. Serve as an important contact in the church's pastoral ministry to the choir.

### **General**

1. Maintain contact with music colleagues in other UU churches and with the wider UU denomination through involvement in the Association of Unitarian Universalist Music Ministries (AUUMM) (membership paid by NUUC).
2. Encourage and coach young musicians to provide music for worship services and other events.
3. Create ad hoc choirs or musical groups to expand the musical experiences available to adults.
4. Attend occasional staff or supervisory meetings as scheduled.
5. Prepare and perform music for occasional but rare special services, such as memorial services, installations, ordinations and other "state occasions" which may or may not include the choir.

### **Supervision**

Goals, evaluation, and performance review will be developed in collaboration with the Minister.

### **Culture and Values**

**Mission ownership:** Demonstrates an understanding and full support of the vision, values, and mission of the congregation; prioritizes the needs of NUUC; consistently behaves in a manner congruent with the vision, values, and mission of NUUC; models and teaches those values to others.

**Musical expertise:** Demonstrates the musical expertise required to execute the essential functions of the job with excellence; shares expertise in order to develop the capacities of others of varying skill levels;

keeps abreast of developments in Unitarian Universalist church music and deepens and/or develops proficiency necessary to stay current with the broader UU movement.

**Worship leadership:** Contributes to the design and facilitation of relevant and inspiring worship; use music to promote experiences of the sacred and reinforce a theme or purpose; foster worship moments that invite participants into an encounter with the divine.

**Collaboration:** Works effectively with others at all levels of the organization, while prioritizing collaboration with the minister and staff team; contributes professional expertise, presence, a can-do spirit, and a willingness to shoulder appropriate responsibility to get the job done; is aware of group dynamics and participates effectively in group decision-making.

**Informing others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the work at hand; is timely and transparent in the sharing of information; is proactive in discussing plans, needs, and concerns with supervisor.

**Self-differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system outside of the church.

**Interpersonal skills:** Establishes good working relationships with all others who are relevant to completion of work, including singers of varying skill levels; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of actions on others; uses diplomacy and tact; is approachable.

**Integrity:** Embodies, models, and leads in a manner consistent with Unitarian Universalist values; practices direct, honest, and transparent communication; admits mistakes; responds to situations with constancy and reliability.

**Northlake Unitarian Universalist Church is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment.**

To apply, send resume and cover letter by email to [office@northlakeuu.org](mailto:office@northlakeuu.org) or by postal mail to:

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