

MINISTER OF MUSIC/DIRECTOR OF MUSIC JOB DESCRIPTION
FIRST CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST, COLUMBUS, OHIO

I. Overview of Position

The Minister of Music (MoM)/Director of Music (DoM) serves as a worship leader, educator, and principal musician of the church, enabling the highest possible standards of worship and music.

II. Supervisory Structure

The MoM/DoM is supervised by the Senior Pastor, and is accountable to the congregation through Church Council, Member/Minister Advisory Group and appropriate commissions and committees. A Statement of Shared Values, Code of Professional Conduct, and Performance Management will provide support to the Minister of Music, as will Church Council and the membership of First Church.

III. Liturgical Requirements

The MoM/DoM will work collaboratively with the Ministerial Staff and the Worship Planning Team, which meets weekly to review, alter, and enhance the planned liturgies. The MOM/DM is also responsible for choosing appropriate congregational hymns and songs that support the lectionary readings, liturgical seasons, and/or other dominant themes in any given service. The Worship Planning Team works collaboratively to develop the entire aspect of worship under the guidance of the Board of Deacons.

IV. Musical Requirements

The MoM/DoM works with the Music Committee and church leadership to envision/maintain a comprehensive program of music including congregational singing, music education, vocal choirs, handbell choirs, instrumental music, and others as needed to ensure and enable the praise and worship of God through music.

Keyboard/Organ

1. Selects preludes, postludes and all other instrumental music for each worship service
2. Performs as principal organist for the 11 am service
3. Performs as, or arranges for, pianist for the 9 am service
4. Hires and arranges for substitute musicians when needed
5. Provides or arranges for music for Memorial Services and Weddings for additional remuneration

Vocal Choirs

1. Conducts, organizes the First Church Choir for its 9-month season
2. Chooses all music for all choirs to coordinate with the lectionary readings, liturgical seasons, and/or other dominant themes in each worship service
3. Recruits and trains new singers for the choirs
4. Recruits, auditions, and hires section leaders as needed
5. Coordinates with the music librarian(s) to ensure that music is prepared for each chorister and placed in folders before rehearsals

Concerts at First Church

1. Serves as Artistic Director for the Concerts at First Church series with a vision to build on its strengths and expand its horizons
2. Schedules all concerts and rehearsal times within the larger church calendar
3. Hosts all guest artists for the series, arranging for lodging, meals, travel as required
4. Manages all publicity & publications for the series

5. Manages all finances for the series, including fundraising

V. Maintenance of Instruments

The MoM/DoM supervises and plans maintenance and tunings for all the musical instruments of the church. He/she coordinates with the organ curators, piano technician, and harpsichord technician to arrange for regular maintenance within the given yearly budget.

Organs: In conjunction with the Board of Trustees, administers funding for maintenance of the Beckerath organ from the Organ Preservation Fund and the Kimball organ from the Martin/McNevin Fund

Pianos: Sees to the care, protection, and tuning of all pianos at the church, including the three Steinways, Mason & Hamlin, Chickering, and Yamaha instruments; coordinate church usage of the Steinway D with its owner, the Columbus Chamber Music Society

Harpsichord: Works with the harpsichord technician to supervise care, protection, and rentals of the Ben Bechtel harpsichord; supervises the Harpsichord Fund and uses that fund for maintenance of the instrument when required

Handbells and Choir Chimes: Sees to the maintenance and care of the White Chapel handbells and the Malmark Choir Chimes as needed

VI. Administrative Responsibilities

The MoM/DoM maintains and develops the following administrative functions to ensure smooth operation and accurate recordkeeping with the support of church staff and volunteers.

*Personnel: Hires and supervises all professional musicians serving in the music program in accordance with the personnel policies of the church.

*Budget and Finance: Prepares an annual Music budget with the Music Committee; maintains all music accounts, budget and non-budget, and submits timely check/payments requests to the business office; submits all paperwork for additional musicians and section leader hires; submits monthly payroll and/or seasonal check requests for section leaders and other musicians engaged in the music program; keeps accurate financial records of all Concerts donations

*Meetings: Attends staff meetings as scheduled; attends quarterly Music Committee meetings

*Communications: Maintains the music pages of the church website; designs and maintains the concerts website; maintains online calendars for all ensembles and concert events; communicates regularly with choristers through email and other media; communicates all church calendar items to the main office in a timely manner; maintains active choir directories; maintain active reporting to OneLicense for all reprinted and livestream copyright permissions

*Congregational Concerts: Designs and publishes yearly Concerts at First Church brochure; designs and publishes all programs for Concerts; maintains mailing and email lists for Concerts donors; maintains archival records of Concerts programs and other significant events.

*Choir Administration: Maintains all music libraries (Choral, Handbell, Large Works, Instrumental); purchases music as needed; arranges for instrumentalists as needed; arranges for repair/replacement of choir vestments when needed; collaborates with director of First Church Ringers to choose schedule of ringing, music and purchase materials as needed.

VII. Skill Maintenance and Development

The MoM/DoM will be provided adequate time for keeping keyboard skills at performance level, music study, and rehearsal preparation. Involvement in continuing education workshops and opportunities is encouraged as part of lifelong learning for the MOM/DM. Sabbatical leaves are available and encouraged.

VIII: Develop Children and Youth Choirs: Recruiting, training, and expanding Children's and Youth Choirs and choral library.

