

## Church Organist & Music Director



### Qualifications

- a high level of competence at the organ
- knowledge of and/or a willingness to learn the liturgical, musical, theological, and ecclesial “terms of art” associated with The United Church of Christ organist/music director position
- basic office administration and organizational skills
- strong communication and interpersonal skills, especially when working with a diverse group of people with varying degrees of musical skill and knowledge
- excellent time management and teamwork skills
- a positive and cooperative attitude, good interpersonal relationship skills, and a readiness to learn

### Benefits

- Pay: From \$40.00 per hour (approximately 8-9 hours/week @ \$40)
- Flexible schedule; July and August off
- Eligible for two (2) days sick or personal leave per year.

### Responsibilities of the Organist & Music Director

This position averages **approximately 8–9 hours/week**, including:

- **In-person (approx. 4–5 hours/week):** Sunday worship (**about 3.5 hours**) and choir/bell choir rehearsal (**about 1.5 hours**, typically Sundays unless another day is preferred)
- **Practice/administration (approx. 4 hours/week)**

Duties include:

- Collaborate with the minister and choir to plan and lead music (including hymnody, anthems, and instrumental music) for Sunday worship and other services throughout the calendar year, including services on Christmas Eve and Maundy Thursday, and ecumenical town-wide services held at Mount Carmel Congregational Church (MCCC).
- Plan musical offerings with the minister on a seasonal basis.
- Lead congregational singing from the organ and if desired, from the piano.
- Rehearse and direct the choir (vocal or bell) most weeks for hymns, service music, and anthems.

- Coordinate with additional musicians (within and beyond the congregation) for special musical offerings during services.
- Be available to provide music for pastoral liturgies, including funerals & weddings.
- Maintain and thoroughly expand the church music library; and work with the staff to complete administrative duties that relate to the music program.
- Work with the church administrator on musical schedules and the weekly bulletins.
- Coordinate with the trustees to monitor the condition of the organ and pianos, and plan maintenance as needed.

For more information, please contact Valerie Duffy ([valerieduffy1234@gmail.com](mailto:valerieduffy1234@gmail.com)) or the church main office ([office@mccucc.com](mailto:office@mccucc.com)). Please visit our website (<https://www.mccucc.com/>) and social media.