



**Job Description**

<b>Date:</b>	July 3, 2024	<b>FLSA Status</b>	Non-Exempt, salaried
<b>Status:</b>	New Position, Revision	<b>Hours</b>	Part-time 20-25 hours per week
<b>Reports to:</b>	Senior Minister		
<b>Direct reports:</b>	Choir section leaders		

**Mission/Purpose**

The Music Director is responsible for the development and promotion of a vibrant, varied music program that enhances the worship life of the congregation. The position involves music selection in collaboration with the Senior Minister and key lay leaders, directing rehearsals and performances of the choir, providing organ and piano accompaniment, selecting guest musicians, and building community with the congregation and the choir.

**ESSENTIAL JOB FUNCTIONS:**

- Collaborate with Senior Minister and designated lay leaders to plan and coordinate music for services of worship, including Sundays, holidays, and special occasions, making choices that reflect theological breadth and thematically complement the scripture and sermon.
- Recruit paid section leaders, volunteer singers, and other musicians who will enhance worship and supportively inspire congregational singing.
- Schedule and lead choir rehearsals, conduct and lead the choir in worship services and concerts.
- Build community among the choir and congregation by planning/attending social gatherings and extending hospitality to visitors.
- Provide piano/organ accompaniment for choir and congregational singing.
- Submit anthem texts and prepare music notes for Sunday services.
- Organize annual Ives organ recital and other special events.
- Arrange for guest choir director and organist when away. It is expected that the music director will be present for major church holidays (i.e., Christmas Eve, Good Friday, and Easter).
- Prepare an annual budget for music program to present to the Senior Minister and Council. Ensure that financial record keeping, reporting, invoicing related to the music program complies with standards and practices of Center Church.
- Maintain records of music selections and file sheet music.
- Attend Council and committee meetings as requested.
- Oversee maintenance of all instruments.
- Perform additional duties as assigned by the Senior Minister.

**KNOWLEDGE, SKILLS and ABILITIES**

- Ability to direct choir, play organ, piano and preferably harpsichord.
- Familiarity with a broad repertoire of sacred music, knowledge of and openness to a variety of music styles.
- Demonstrated effectiveness in supervising the work of others
- Consistently meets deadlines, proven attention to detail.
- Willingness to understand and build on differing perspectives to enhance team efficiency and quality outcomes.
- Excellent interpersonal and communication skills and a professional demeanor and positive attitude.
- Proficiency in Word and capable of learning office software relevant to job responsibilities.
- Acts with integrity in personal and organizational practices, treating all people equitably including respecting professional, ethical and personal values.

**EXPERIENCE AND QUALIFICATIONS**

- Bachelor’s degree in choral music conducting, music performance, or equivalent related work experience
- Minimum 2-4 years experience in choral direction.

**WORK/PHYSICAL REQUIREMENTS**

- Light lifting (<20 lbs.), Standing, Sitting, Reaching Walking, Bending, Repetitive Motion, Climbing Stairs.
- Pass all required background checks, including credit and criminal history check.
- Ability to speak publicly in support of Center Church on the Green and articulate its mission.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their position..

This job description is subject to change.

Center Church on the Green/First Church of Christ in New Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race color religion age sex national origin disability status genetics protected veteran status sexual orientation gender identity or expression or any other characteristic protected by federal state or local laws.