

JOB DESCRIPTION FOR DIRECTOR OF MUSIC
First Congregational United Church of Christ ~ Sarasota, FL

Please apply by using the submission form below.



First Congregational United Church of Christ (uccsarasota.com) is in Sarasota, on the beautiful west coast of Florida. Sarasota is known as an arts-honoring, growing community with world-class orchestra, theater, choral, and opera offerings. We enjoy excellent schools. We are celebrating 70 years of ministry, building on a rich history of meaningful traditional worship and open to new ways of encountering God in worship. We are an Open and Affirming (*Inclusive*), Racial Justice, and Creation Justice Covenant Church. We prayerfully live our Core Values of worship, welcome, caring, belonging, justice, and faithfulness.

Our Sanctuary is blessed by a [tracker Jaeckel organ](#) (1994) with 28 ranks and a restored Steinway grand piano. Our chapel features a [Hook & Hastings organ](#) and a Mason and Hamlin grand piano. We have a full 3-octave handbell set with chimes. Most importantly, we are a loving church prayerfully seeking a Director of Music to help us sing the story of God's love in these days.

To Be Considered We Require:

1. Cover Letter—*introducing yourself and your interest in the position.*
2. Resume
3. Videos (3)—*hymn accompanying, choral conducting, and performing organ piece of your choice.*

Job Description:

Hours/days:	Full-time
Salary Range:	\$70,000 - \$72,000
Benefits:	Membership in professional music organizations; family leave; health care supplement available; relocation allowance negotiable.
Vacation:	4 weeks per calendar year (<i>after 90 days probation and in discussion with Senior Minister and approval from Staffing Team</i>).
Continuing Ed.:	1 week per calendar year
Sabbatical Leave:	After each 5 years of full-time employment, 2 months paid sabbatical leave in addition to annual vacation.
Qualifications:	Bachelor's degree (<i>Master's degree preferred</i>) and a minimum of five years' experience with sacred music, training in organ and piano performance, keyboard, and conducting (<i>choral and instrumental</i>).
Reports To:	Senior Minister with input and support from Music and Fine Arts and Staffing Teams.

Vision for Position:

The Director of Music oversees the First Congregational United Church of Christ's music program. The Director of Music is the principal organist and conductor of choirs—Adult Choir, Handbells, and Drumming Group. The Director of Music works closely and collaboratively with the Senior Minister and is responsible for planning worship that is relevant and that ministers to our diverse, open & affirming, multi-racial, multi-cultural, and multi-generational congregation.

Key Responsibilities: *(The following responsibilities are not a complete list; there may be other tasks assigned to grow and enhance our music ministry.)*

1. Play for all worship services.
2. Collaborate with the Senior Minister to plan creative, engaging, and faithful worship.
3. Select music (*prelude/anthems/hymns/postlude*) for all worship services connected to the scriptural theme and submit to the Office Administrator in a timely manner.
4. Practice, develop lesson plans, conduct, and lead all rehearsals and performances.
5. Plan and contract for guest musicians as well as foster/maintain good relationships with the wider Sarasota Musical Community.
6. Review existing choral literature identifying anthems which emphasize the Church liturgical year, our Covenants, Core Values, and special Sundays (e.g. Rev. Dr. King Sunday).
7. Select and purchase new music as needed during the year honoring the Church liturgical year, our Covenants, and Core Values. (*prelude/anthems/hymns/postlude*).
8. Collaborate with Senior Minister and families to plan and play for funerals and weddings.

Administrative Functions:

1. Attend staff meetings.
2. Supervise and foster relationships with Section Leaders.
3. Attend and offer input on the agenda for the Music and Fine Arts Team meetings.
4. Prepare budget request with the Music and Fine Arts Chair (*early September*).
5. Oversee the Music and Fine Arts budget with the Team Chair.
6. File and maintain music library.
7. Plan and oversee the maintenance of all musical instruments.
8. Work with the Greg Chestnut Music Endowment Fund Advisory Team by overseeing and implementing plans to augment our music ministry and outreach to the wider community.

Additional Responsibilities:

1. Participate in the Annual Leadership Retreat (*January/February*)
2. Plan special events (*e.g. concerts*) in consultation with the Senior Minister and the Music & Fine Arts Team.
3. Foster relationships with the Sarasota music/fine arts community (*e.g. Sarasota Orchestra, AGO, Sarasota Opera*).
4. Prepare and lead special programs/classes for the congregation as called upon (*e.g. Women's Fellowship, FEAST [Friends Eating and Studying Together], and Spiritual & Educational Growth Team—Oasis Ministry*).
5. Plan, coordinate, and participate in the annual Artist-in-Residence Program (*February/March*).
6. In collaboration with Senior Minister, develop new programming to support our Covenants and Core Values.