

Minister of Music

First Congregational Church of Minnesota, United Church of Christ

Job Type: Permanent, part-time
FLSA Status: Exempt
Work Hours: 20 hours per week for 9 months (Sept 1-May 31); 10 hours per week for 3 months (June 1-August 31). Flexible hours (Sunday mornings required, choir rehearsals required Sept-May)
Works with: Principal Minister and all church staff; Worship Planning Team
Reports to: Principal Minister
Wages & Benefits: See Board Personnel Policies and Personnel Operations Manual
Revised: May 9, 2018

General Description

Support the spiritual life of the congregation by overseeing a music ministry that enriches and deepens worship and other activities of the church. In collaboration with the Principal Minister, develop and administer programming that:

- Recognizes and promotes music as a spiritual practice and expression of faith
- Affirms the theology and values of First Church (e.g. Open & Affirming, Just Peace, Care for the Earth, Immigrant Welcoming, and Sanctuary Supporting)
- Passes on the rich musical traditions at First Church while incorporating new cultures and styles
- Welcomes and encourages participation by people of all ages, abilities, and musical backgrounds
- Helps the congregation find its musical voice
- Connects the church to the larger community through the exchange of musical gifts
- Facilitates stewardship of our music resources (e.g. organ, piano, music library, etc.)

Responsibilities

The Minister of Music will:

Worship

- Collaborate with the Principal Minister and the Worship Planning Team in preparing for Sunday Morning Worship, which may include instrumental music, choir music, and congregational singing
- Rehearse and lead music in worship
- Identify and include individuals with musical gifts from within and beyond First Church
- Seek out music that will add diversity of culture and style to our worship, being sensitive to issues of cultural appropriation. Suggest music for worship that is accessible to children and youth.
- Collaborate with the Principal Minister and the Worship Planning Team in preparing periodic non-Sunday services and vigils, including Longest Night, Ash Wednesday, Maundy Thursday, Good Friday, and 2-3 others during the year
- Cooperate with the Principal Minister in providing music for funerals and weddings (with additional fees to be negotiated)

Choir

- Prepare for and conduct regular rehearsals during the program year (September to May): Wednesday evenings (or another mutually agreed upon weeknight) from 7:00-9:00pm and Sunday mornings from 9:00-9:30am.
- Recruit members of the choir and support their continuing involvement
- Challenge the choir musically while creating a flexible and nurturing environment
- Prepare for singing in worship as a spiritual offering
- Provide education and vocal coaching of choir members
- Help the choir to serve as worship leaders, encouraging the congregation to participate more fully
- Prepare and offer a major work in worship ideally once a year

Administrative

- Attend meetings of the staff team; meet with the Principal Minister regularly
- Keep rosters of people with musical gifts in the congregation
- Provide the Parish Administrator with information needed for the weekly bulletin (e.g. titles, composers, translations, etc.)
- Oversee the care and maintenance of the organ, piano, and other musical instruments (percussion)
- Organize and maintain the music library

Engagement

- Work proactively to include persons of all ages, abilities, and musical talents in the music ministry of the church
- Offer a teaching presence that broadens the congregation's musical knowledge and skills
- Collaborate with the Principal Minister and Minister for Faith Formation to develop programming that introduces our children and youth to the basics of singing technique and helps them gain familiarity with the music we sing as a congregation
- Periodically collaborate with other congregations or groups in the community
- Periodically offer musical opportunities outside of the regular worship time (for example, a second hour program)

Qualifications

- Knowledge of church music; Bachelor's degree preferred
- Excellence in piano and organ playing
- Skill in choral conducting
- Ability to teach singing technique
- Interpersonal skills and the ability to motivate others
- Knowledge of (or willingness to learn) music resources appropriate for First Church
- Ability to show leadership while effectively collaborating with other staff and congregational leaders
- Oral and written communication skills
- Organizational skills
- Spirituality, creativity, and enthusiasm