



Middleton Community Church United Church of Christ

Middleton Community Church, Inc. was organized in 1936
Jen Bloesch, Interim Pastor

Job Title: Director of Music (*Current 10 month Salary: \$11,220 or \$1122.00/mo*)
Middleton Community United Church of Christ

Job Summary: The Director of Music is responsible for providing the overall leadership for the music ministry at Middleton Community UCC.

Supervision: The Board of Worship will supervise this part-time (*approximately 10 hours/week*) 10 month position, including goal-setting and performance evaluation.

General Description: The Music Director will drive the musical direction of MCC's worship under the supervision of the Board of Worship and with church staff. The Director will be expected to maintain, expand, and nurture the musical community at MCC while also working collegially with all MCC staff in the coordination of worship and other events.

Music Philosophy: At MCC we enjoy and are open to a mix of contemporary/gospel/traditional music including hymns, praise and worship, contemporary Christian, folk music, secular and other music styles ensuring that we use inclusive and diverse language. We appreciate hearing from different styles and from different groups of people.

Responsibilities:

The Music Director shall, at all times, faithfully, industriously and in a timely manner, to the best of that person's skills, experiences and talents, perform the following duties and responsibilities:

1. Work with the MCC minister to select Special Music for both virtual and in-person services in a timely fashion, and provide support in helping the Minister to select worship hymns, as needed;
2. **DURING COVID:** Coordinate all music and vocalists for the Online Worship Music Videos, including, but not limited to:
 - a) Ensuring that all Congregational and Special Music copyright information is available and licensed for streaming;
 - b) Recruiting and obtaining vocalists and instrumentalists for "Special Music" and for singing the Congregational songs portion of the service. This includes singing when vocalists cannot be obtained for the service;
 - c) Ensuring all vocalists have video recording technology available and coordinating assistance with the AVL team should the vocalists not have the necessary technology when needed;
 - d) Assisting vocalists with musical accompaniment where necessary and in concert with MCC's Assistant Music Director/ Pianist;
 - e) Informing Special Music performers of the due date for all recordings to the MCC Office Manager and to make sure they are received by noon on Wednesday; and
 - f) Maintain contact with the MCC music community members to encourage and support community.

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Worship online with Middleton Community Church -- youtube.com/MiddletonUCC

3. **POST COVID:** Coordinate musical content for the Worship service which may include instrumental groups, small choral groups and/or the Senior Choir for their active participation and leadership role in the scheduled weekly Sunday worship service and other services or events as required, September through May. The MCC music community, under the direction of the Music Director, will hold weekly rehearsals for these groups as identified and necessary for the worship service.
4. **POST COVID:** Assuming there will be funding, Virtual Services will continue even after COVID. *(If funding is not available, this responsibility will not be part of the position.)* The Music Director, working with the Pastor and the Video Production Manager, will ensure that all necessary music will be recorded in a timely manner and submitted for inclusion in the weekly worship videos.

The following responsibilities are ongoing and do not relate to COVID.

5. Maintain the church's music library, database and musical instruments. Any expenditure toward purchase and maintenance of music and music supplies shall be under the budgetary control of the Board of Worship.
6. Develop and resource additional music-making opportunities for all ages and integrate them into the overall ministry of the congregation and other musical groups.
7. Meet regularly with the Board of Worship to determine the needs of the music ministry and set specific performance goals for this position.
8. Recruit, manage and resolve challenges with the music staff and volunteers.
9. Meet regularly with the MCC minister and church staff for planning and coordination of all Ministries.

Ability/Skills Required:

- A bachelor's degree in music or equivalent experience as music director.
- Attested musical skills and competence.
- Ability to organize, coordinate, and motivate musicians.
- Strong communication skills.
- Strong team player with the rest of the staff and congregation.
- Committed to the church's vision, leadership, and people.
- Enthusiastic, dependable, responsible, self-motivated and creative.

Other:

This description is intended to provide basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.

This position-holder, as are all other employees at Middleton Community United Church of Christ, is considered "at-will" and is governed by the policies stated in the Employee Handbook.

MCC Church Council Approved: December 21, 2020