

Director of Music

First Congregational Church
54 South Jackson Street, Janesville, WI 53548
From \$12,000 a year - Part-time
Apply now

Job details

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Pay

From \$12,000 a year

Job Type

Part-time

Shift & Schedule

Weekends only

Weekends as needed

Holidays

Benefits

Pulled from the full job description

- Paid time off
- Professional development assistance

We are a progressive active church in the local community with a vibrant music program. We are looking for a new Director of Music who is eager to bring a fresh approach to Christian worship experiences in our traditional sanctuary. The Director has the opportunity to recruit choir members from the congregation as we grow our program and rebuild the choir. In addition we have a Music Scholars program that allows us to welcome up to six high school age students to bring their vocal gifts to the choir in exchange for honorarium each semester.

The church is a kind and supportive environment that cares deeply for its staff and wants each member to flourish as part of a faithful team. The Director of Music works closely with the Pastor of the church for each worship service including special services throughout the year including Christmas Eve,

Easter, Ash Wednesday, and Maundy Thursday. We are an Open and Affirming and Immigrant Welcoming congregation. We actively support and provide opportunities for advocacy and partnership with people who are among the LGBTQIA+ community and their families. In addition our outreach efforts work toward sending money and volunteer efforts to impact the refugee and immigration crises around the world. Engaging worship, uplifting music, enlighten sermons, and a caring community are what the members of Janesville UCC have come to expect in Downtown Janesville. We hope you will join us!

To apply, please email your cover letter detailing why you think your skills and character would be a good fit for our position. Send us your resume and three letters of reference to our pastor Rev. Dr. Tanya Sadagopan to revtanya@janesvilleucc.org.

Applicants sent to this online platform alone will not be considered.

EMAIL: Cover letter, Resume, and 3 references to revtanya@janesvilleucc.org

Job Description

Job Title: Director of Music

Reports to: Pastor

Job Status: PT (8 hrs/wk – 42 wks/yr) Weekly Office Hours: As Needed

Sunday: 8:30 am to noon

Essential Days: Christmas Eve and Easter, additional special services include Ash Wednesday, and Maundy Thursday

Summary: The Director of Music oversees the adult music program of our church including conducting the Chancel Choir and Handbell Choir. This person reports to the pastor and works cooperatively with the organist, Worship Committee and the Consistory of the church.

Essential Duties and Responsibilities:

The following duties and responsibilities may change from time to time, as determined necessary and prudent by the Senior Pastor. Each of the

position's three major areas of responsibility currently include, but are not limited to the following activities:

Chancel Choir

- Plan, rehearse and conduct a variety of sacred music with Chancel Choir during Sunday morning service (September – May) *Chancel Choir sings approximately 3 Sundays per month*
- Plan, rehearse and conduct a variety of sacred music with Chancel Choir during special services during Advent, Lent, Maundy Thursday, Easter, Longest Night, Christmas Eve, and other special services as needed (for example: ordinations and installations)
- Help recruit chancel choir members, which includes occasionally selecting music likely to appeal to church members in the 20-to-40 age group.

Handbell Choir

- Plan, rehearse and conduct a variety of sacred music with Handbell Choir during Sunday morning service (September – May) *Handbell Choir plays approximately 1 Sunday per month*
- Plan, rehearse and conduct a variety of sacred music with Handbell Choir during special services during Advent, Lent, Christmas Eve, Easter and other special services as needed (for example: ordinations and installations)
- Help recruit handbell choir members, which includes occasionally selecting music likely to appeal to church members in the 20-to-40 age group.

Special Worship Services

- It is customary for the accompanist to have “privilege of first call” for weddings and funerals in the church. Payment for these services is provided by the family or funeral home.

Administration

- Coordinate yearly music schedule with Chancel Choir and Handbell Choir
- Communicate regularly with members of both choirs
- Keep Chancel Choir and Handbell Choir music files organized

- Keep Choir Room organized and locked
- Work with other music staff for maintaining instruments
- Attend and participate in Worship Committee meetings
- Plan and coordinate summer music schedule with Senior Pastor, Secretary and organist prior to the beginning of summer
- Submit to church office weekly information for the bulletin (by Wednesday morning)
- Review and order new music within yearly budgeted parameters
- Aim to thoughtfully move the music program forward through factors such as choir recruitment and music selection.

Qualification Requirements: Previous Conducting Experience is expected

Education: Preference will be given to a music degree from a college or a school of music

Knowledge and Skills: This position requires:

- Ability to work with persons having a variety of musical abilities
- Ability to conduct and teach
- Organizational, prioritization and time management mastery
- Self-directed management of job duties and responsibilities

Physical Demands: Ability to stand/sit on a stool and direct choir. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Benefits: This is a 42 week/year job with two paid weeks off during the program year (September – June).

A minimum of two week advanced notice is expected for time off, except in cases of illness. In all cases, the chair of Personnel and the pastor should be notified.

The employee must secure a substitute conductor for rehearsal(s) and service for any Sundays missed during September – May. Any Sunday missed after the second will be unpaid. The substitute will be paid by the church.

Job Type: Part-time

Pay: From \$12,000.00 per year

Benefits:

- Paid time off
- Professional development assistance

Schedule:

- Holidays
- Weekends only

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.