Wisdom’s Table at St. Peter’s United Church of Christ
Minister of Music

Direct Supervisor: Co-Pastor with Administrative Responsibilities
Status: Part-Time (10 hours/week), regular staff
Denominational Affiliation: No denominational affiliation or church membership is required.
Licensure: Ordination or commissioning as an authorized minister is not necessary. If Minister of Music wishes to pursue the ministry as a calling to ordained or commissioned status, it may be possible to do so. Discussions with the appropriate denominational judicatory would be necessary.

General Job Description:
Work collaboratively with the Co-Pastors toward the implementation of diverse and high-quality music in our community’s worship and other programming. Utilize music ministries to empower congregation’s faith and support its mission to foster a diverse, multiracial, multicultural, GLBT-affirming church. Oversee and manage all music ministries of the church in consultation with the Co-Pastors, including serving as the primary accompanist for worship and selecting music. Recruit, organize, empower and supervise soloists, musicians, choirs and ensembles. Manage budget for music ministries and maintain music library. General description of responsibilities:

Oversee and manage the integration of diverse, high-quality music in worship: Meet once each month with Co-Pastors to plan worship. Integrate diverse styles and genres of music into worship, with a particular focus on integrating “Black Church,” “mainline,” “world music” and “contemporary” styles and genres. Serve as the primary accompanist for Sunday worship and special services. Select all music for worship in consultation with Co-Pastors. Plan for and practice all music utilized in worship. Recruit, organize, empower and supervise instrumentalists, soloists, choirs and/or ensembles to support our vision for music ministries. Utilize designated funds to hire additional accompanists, musicians and/or vocalists to support a diverse musical vision and cover approved absences.

Oversee and manage all music ministries of the church: Work collaboratively with Co-Pastors to establish goals and organization for music ministries. Create and implement music ministries that are central to the life of our congregation and support our mission to foster a diverse, multiracial, multicultural, GLBT-affirming church. Periodically organize music for non-worship programming, with a particular focus on utilizing music ministries for outreach to the surrounding community. Work collaboratively with Co-Pastors, Parish Administrator, other staff, Consistory members and lay ministers in a constructive, professional manner. Manage music budgets. Organize and maintain a music library and musical equipment inventory. Research current trends and resources in church music. Work with Parish Administrator to publicize music programs.

Schedule:
Approximately 10 hours per week on an annual 52-week schedule.
Meeting with Co-Pastors. monthly; meeting schedule will be determined jointly at a time that is available for all team members. (1.5 hours)
Sunday Worship and other Worship Services: Required to serve as music director for regular worship on 48 Sundays per calendar year. Expected to work on Christmas Eve, Good Friday, Holy Saturday and Easter Day.
Occasional Evenings and Weekends: Expected to provide music leadership for additional programming on occasion; schedule will be determined based on availability
The remaining work hours are flexible to be determined in consultation with supervisor.

Dress code: Appropriate professional (business casual) attire is required
Prerequisite Skills:
To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Proficiency with at least one primary musical instrument (i.e., piano, organ or keyboard.)
• Two years experience as paid musician/accompanist
• Demonstrated ability and prior experience directing choirs and/or ensembles
• Familiarity with multiple styles and genres of sacred music and how these styles and genres of music are employed within worshipping communities
• Demonstrated organizational skills
• Demonstrated skills with planning and implementing programs
• Ability to manage multiple projects and priorities and give careful attention to detail
• Strong interpersonal and verbal communication skills
• Ability to work flexibly in a team environment
• Ability to work in a multi-cultural and diverse environment
• Ability to work proficiently with personal computers and communicate via e-mail
• Participation in professional development opportunities and continuing education.

Desirable Skills:
• Proficiency with multiple musical instruments (e.g., guitar, percussion, hand bells)
• Prior experience as a Minister/Director of Music in a church
• Experience leading music in a congregation that employs traditional “Black Church” styles and genres of music (e.g., African Methodist Episcopal Church, National Baptist Convention)
• Knowledge of the Western Church Calendar and music appropriate to it
• Knowledge of diverse styles and genres of “secular” music

Essential Job Functions:
• Serve as primary accompanist for congregation’s worship.
• Attend and participate in monthly planning meetings with Co-Pastors.
• Select service music and hymns in consultation with Co-Pastors.
• Recruit, enlist, organize and lead rehearsals for musicians, soloists, choirs and/or ensembles
• Hire accompanists and other musicians/vocalists to supplement musical diversity and cover approved absences (including vacations and illnesses).
• Supervise and manage all paid and volunteer musicians/vocalists.
• Plan occasional music programs beyond regularly scheduled Sunday morning worship
• Work with Parish Administrator to manage music budgets.

Marginal Job Functions:
Other duties as assigned.

Supervisory Responsibilities:
paid musicians/vocalists on occasion; volunteers for all music-related ministries