

FIRST CONGREGATIONAL CHURCH OF BETHEL

UNITED CHURCH OF CHRIST

MUSIC DIRECTOR JOB DESCRIPTION

General description and purpose: The Music Director will lead the music ministry of the First Congregational Church of Bethel, United Church of Christ, an Open and Affirming church. This includes working with the Pastor and Deacons to develop a well-rounded music ministry for weekly worship services and special events. This is a part-time position.

Reports to: Pastor

Responsibilities:

1. Consult with the Pastor and/or the Deacons to plan and coordinate the music ministry to align with the scripture selections, themes, and other resource materials for all worship services, especially for hymn selection and the scheduling/selection of special music.
2. Work with the Pastor, Church Secretary, and Deacons to ensure accurate information is printed in the worship service bulletins, other printed materials, and streaming materials such as (but not limited to) lyrics and attributions.
3. Provide piano, organ, guitar, or other instrumentation for the regularly scheduled Sunday morning services.
4. Provide piano, organ, guitar, or other instrumentation for the following additional services during the year: Christmas Eve, Blue Christmas, Ash Wednesday, Maundy Thursday, Good Friday, the Pride service, an occasional Association Worship Service, an occasional ecumenical Thanksgiving service, and up to two additional special services a year.
5. In partnership with the Pastor and Deacons, encourage church members' participation in the music ministry of the church by recruiting and organizing instrumentalists, vocalists, and choir members into the worship services.
6. Direct the Chancel Choir and Bell Choir in seasonal performances; select and provide the music and lead rehearsals.
7. Responsible for maintaining the music library and monitoring copyright restrictions and ensuring that appropriate licensing is maintained by reporting all Copyright royalties (i.e., OneLicense, CCLI, and all others).
8. Report any maintenance needs of the musical instruments to the Head Trustee.

9. Have the right of first refusal for all weddings and funerals performed at the church with compensation according to FCCB guidelines.

10. Arrange for musical substitutes for vacation Sundays, regular Sunday Services, and any weddings or funerals for which the Music Director is not available to play.

11. Attend and participate in biannual staff gatherings and other music ministry related duties as assigned.