

Kansas City United Church of Christ

Job Description – Music Director

Position Summary: Part-time (on average 10 hours per week) professional position primarily responsible for conducting the volunteer adult church choir. There are no paid benefits. The position reports to the Minister. There are no supervisory responsibilities with this position.

About Kansas City United Church of Christ: Our church is a congregation of The United Church of Christ, which is a mainline Protestant denomination. We are an Open and Affirming (welcoming of LGBTQIA people), Peace with Justice church community that is growing. For more information about KCUCC and our mission please visit our website www.kcucc.org, and please also visit our page on Facebook.

Qualifications: The successful candidate will have strong music education as well as choral conducting training and/or experience, and be knowledgeable of multiple periods and styles of choral and instrumental music, particularly for church settings.

Characteristics: Cooperative interpersonal communications skills are essential in order to work effectively with volunteer singers/musicians and the church staff, including the organist/accompanist, the minister, and the office administrator. Organizational skills are also essential.

Responsibilities/Expectations:

Musical/Technical:

- Plan and conduct choir rehearsal once a week during the regular choir season, traditionally September through June.
- Prior to Sunday church service work with program musicians as needed and conduct a brief choir warm-up and rehearsal.
- Conduct a choral anthem during Sunday morning worship services, September through July.
- Plan and arrange for special music during the month of August and the first Sunday in September when the choir is on hiatus.
- Plan offertory music (choral and otherwise) for each Sunday and assign soloists or small group(s), as rehearsal time and circumstances permit.
- Plan and conduct any special choir performances (e.g., Christmas and Easter). This includes making arrangements with guest musicians, when suitable.
- Plan and conduct extra choir rehearsals throughout the year, usually in preparation for special choir performances.
- As needed, spend time reading and planning new music for each season of the year.
- Coordinate external musicians for a church-wide Christmas Holiday musical event.

Relational:

- Meet the congregation and recruit new volunteer choir members.
- Consult with the church organist/accompanist to coordinate plans for music activities.
- Meet with the Board of Worship, Music & the Arts as needed for input on service customs and parameters, desirable changes, and special events.
- Meet regularly with the Minister to coordinate hymns, anthems, offertories and other music (choral and otherwise) with the lectionary as much as possible. (Approximately 1-1/2 hours/month).
- While maintaining highly professional ethical standards build strong relationships with choir members, listening to and addressing individual needs and concerns.

Administrative:

- Weekly, provide the office administrator with musical selection titles, composers, and performers as well as pertinent special music information, for inclusion in the Sunday bulletin and other necessary publications.
- Maintain a record of the anthems and special music sung by the choir, including when and where they were performed.
- Assign robes to choir members and coordinate stoles with the vestments of the season or special days on the church calendar. See that stoles are cleaned, as needed.

How to apply for this position:

Applications will be accepted immediately, until the position is filled. No phone calls please. All applications will be held confidentially. Applications will reviewed starting August 27, 2018.

Submit current resume and cover letter to:

Mail to:
Kent Dickinson, Chair—Search Committee
c/o Kansas City UCC
205 W. 65th Street
Kansas City, MO 64113

OR

E-mail:
skentd@gmail.com