

**FOLLEN COMMUNITY CHURCH
DIRECTOR OF MUSIC
JOB DESCRIPTION**

**Applications may be sent to: follenmusicdirector@gmail.com.
Digital format only, including all audio/visual material.
Please include three professional references.**

Reports to: Minister
Effective: August 1, 2016
Status: Full time

Compensation and Benefits: Salary commensurate with experience. Plus: Healthcare benefits; five weeks of vacation; 11 holidays.

Vision: The Follen community is brought together by the power of music-making, through which we build meaningful relationships, grow in spirit, and find joy and solace.

Mission: The Music Director's mission is to strengthen Follen's Unitarian Universalist community through the spiritual practice of making music, by offering to the congregation the gift of music as a profound way to connect with the holy and with humanity. Follen's Music Director will create musical opportunities for all interested children, youth, and adults, and will collaborate with the minister, staff and lay leaders to create cohesive worship services and carry out programming. The Music Program at Follen will be often eclectic, always mission driven, and always excellent.

Essential Functions:

- Collaborate creatively with the Minister to choose music (for the congregation and for the choir) for weekly Sunday morning worship services that aligns with UU values, the worship theme, and the service itself. The Music Director resources, prepares, and rehearses, on time and on budget, the appropriate quantity and quality of music in each service.
- Develop and supervise volunteers and staff as needed to support the overall organization and management of the entire music program, from major artistic responsibilities such as selecting and rehearsing soloists, choirs, and accompanists, to all-important operational details such as registrations, robes, snacks, etc. Direct supervision of staff includes, but is not limited to: choir section leaders/soloists; accompanist(s); assistant choir director(s); supplementary instrumentalists, and operetta/musical production manager.
- Direct the Senior Choir (open to all adults) in all rehearsals, activities, and celebrations, which includes both special performances (twice a year Music Sundays), and weekly worship services. Direct section leaders and soloists as needed. Select and orient new choir members, and create a welcoming, joyful environment. Nurture a love of music, singing, and community.

- Direct the Youth Choir (currently 6th-12th grade) in all rehearsals, activities, special performances, and worship services. Communicate with Choir Alumni for special services such as Christmas Eve. Invite and orient new choir members and create a welcoming, joyful environment. Encourage leadership among older youth. Nurture a love of music, singing, and community.
- Direct the Junior Choir (currently 2nd-5th grade) in all rehearsals, activities, special performances, and worship services. Collaborate with Minister to choose music that is appropriate for this age group and the worship experience of the congregation. Nurture a love of music, singing, and community.
- Provide musical and stage direction and management for a large music and community-building “culminating event” involving the junior and youth choirs, their parents, and other volunteers. This has traditionally been an annual spring musical theater performance of a two-night, double-cast Gilbert and Sullivan operetta, open to all Junior and Youth Choir members. The director manages the volunteers and their tasks, including props, parties, photos, etc. Auditions the leads and directs rehearsals. Builds community through the art of putting on a show.
- Nurture a culture of positive engagement with music for all, including those with many different types of ability and availability.
- Participate in church leadership meetings as necessary, including but not limited to: Program Council, Worship and Music Action Team, weekly staff meetings, weekly supervision and planning meeting with the Minister.
- Manage Follen’s Music Library, resourcing and acquiring new music as is in line with the church budget and vision for the music program.
- Engages in lifelong learning and skill-building, taking part in professional development opportunities and the Unitarian Universalist Musicians’ Network.

Other Responsibilities:

- Up to 6 Sundays off September-June, as approved, in coordination with the Minister. Responsible for planning high-quality coverage for Sundays off.
- Can play organ and/or piano and/or guitar for worship accompaniment, and/or work with accompanist(s) to fulfill this need.

Minimum Qualifications

Education: Bachelors degree or equivalent experience required.

Licensure: CORI check required.

Demonstrated musical knowledge and ability, as well as leadership and social skills.

Physical Requirements:

- Able to move freely in and out of different settings.
- Able to speak and hear in the public forum, groups, and one-on-one settings.
- Able to see and use printed music, computer screens and other web-enabled devices.

Core Competencies:

Mission ownership: Demonstrates understanding and full support of the Unitarian Universalist mission, vision, values, history and beliefs of the congregation; consistently behaves in a manner

congruent with these UU values; can collaborate with minister to create worship in that aligns with UU values.

Interpersonal relationships: Relates well to people of all ages; builds effective and constructive rapport and relationships; considers the impact of his/her actions on others; communicates a sense of availability, warmth, openness and approachability; supports a culture of welcoming and connection in the life of the congregation; creates an environment that others want to participate in; avoids communication triangles.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Motivating Others: Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

Team Orientation: demonstrates interest, skill and success in team environments; is regarded as a team player; promotes group goals ahead of personal agendas; creates strong morale and spirit in his/her team; defines success in terms of the whole team; creates a feeling of belonging and pride in the team. Keeps the larger picture in mind when attending to individual needs.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

People/Volunteer Management: Provides direction, gains commitment, facilitates change, delegates appropriately, and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.