



The First Unitarian-Universalist Church of Nashville Internal Job Description

Job title	Director of Music Ministries
Reports to	Lead Minister
Employee status	Part time, Hourly, Non-Exempt
Typical Hours	20 hours/week
Pay	\$25.87/hr
Benefits	LTD, Life, Health (40% covered), and Retirement

Job purpose

The Director of Music Ministry will demonstrate spiritual and artistic leadership and initiative through oversight of the congregation's music ministries. This position reports to and works in collaboration with the Lead Minister. There will also be a collaborative relationship among the board, congregation committees, choirs, staff, and music professionals. The Director of Music Ministries is expected to progressively grow and expand the overall music program at FUUN, in partnership with the members of the congregation. Upon hiring, the Director of Music Ministries will be eligible for benefits as laid out in the personnel manual and will have a 90 day collaborative probationary period in which the Director of Music Ministries, Lead Minister, and Congregation will discern the ongoing suitability of placement for this role.

Please visit our website at www.firstuunash.org for further information about our congregation.

Duties and Responsibilities

Music and Worship

- Leads the planning of music for all worship services, including hymns, choir anthems, instrumentals, and other music. Through planning and collaboration with worship leaders and the collaborative pianist, ensures all pieces fit together in a cohesive whole at each service.
- Present at all Sunday Services to lead congregational hymns and direct musicians, or assures coverage for music leadership when absent (12 Sundays off per year)
- Directs at least one volunteer Adult Choir
- Leads weekly choir rehearsals in person
- Plans and prepares music for one Music Sunday per year where music is the primary focus
- Responsible for music planning for Christmas Eve service(s) annually
- Coordinates music for member memorial services
- Provides pastoral care to choir members under supervision of Lead Minister
- Ensures lyrical slides for worship services display accurate language
- Chooses music that nurtures and inspires, soothes and challenges those within the congregation and in the larger community.

Administrative Duties

- Supervises pianist, contract musicians, and volunteers. Responsible for securing replacements as needed.
- Attends monthly Worship Team meetings, and attends weekly Staff Worship Team meetings, other team meetings as necessary

- Submits budget requests and has accountability for the music program budget, including but not limited to submitting budget requests and check requests for guest musicians, ordering new music, and submitting invoices to congregational administrator on a timely basis
- Collaborates with Adult Faith Formation Team and/or Music Program Advisory Team to optimize musical faith formation offerings for members of the congregation
- Responsible for instrument maintenance and storage, including but not limited to piano tuning and humidifier maintenance, in conjunction with the congregational administrator.
- Responsible for assuring that the church's music library is properly maintained and organized.
- Drafts communications about music program for all church events and services to church community *and* participants in music programs. Utilizes church newsletters and other media as appropriate. Maintains excellent email communication with participants in music programs.

Professional Development

- Will be an active member of AUUMM (Association for Unitarian Universalist Music Ministries). Abides by AUUMM Code of Professional Practice and attends the annual AUUMM Conference. Membership and AUUMM Conference attendance fees covered by the church.
- Director of Music Ministries will be provided 10% of total salary as professional expense budget and will be required to keep track of any expenditures and budget for this expense account.

General Responsibilities

- Abides by congregation personnel manual and church policies.
- Returns communications within 48 hours.
- Handles other relevant duties as assigned.

Knowledge, Skills, and Abilities

- High degree of musical literacy, including knowledge of diverse musical styles and genres.
- Promotes UU heritage and values.
- Ability to familiarize oneself with Unitarian Universalist hymnody, including the new Sing Out Love (SoL) virtual hymnal.
- Strong interpersonal skills, flexibility, and ability to work within a collaborative environment.
- Ability to work with and engage diverse groups of musicians with a variety of skill levels.
- Familiarity with applicable copyright laws.
- Excellent written and verbal communication skills
- Ability to lead adult choir and congregational singing.

Qualifications

Required

- Familiarity with UU heritage and values.
- Proficiency and experience in choral conducting.
- Bachelor's degree in music or relevant experience.
- Computer skills including familiarity with Zoom.
- Familiarity with audio/visual technology.

Preferred

- Established relationships with local musicians, so that such individuals may be invited to share their talents with our congregation.
- Certification through the UUA's Music Leadership Certification Program (MLCP)
- Experience and training in cultural competence.
- Skill at musical composition or arranging, including choral composition and arranging.

Working conditions and physical requirements

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

The employee will work in a shared office. The noise level is usually quiet. The employee will also work in the church building during Sunday morning services and during choir rehearsal times. The Adult Choir rehearses, at least, weekly and sings at least once a month at services, with exception of summer months mutually agreed upon by Lead Minister, Adult Choir, and Director of Music Ministry. The church will work to provide childcare support during rehearsal times.

The employee is required to be available to work outside of regular business hours which include Sunday mornings. The Music Director may use either Paid time off (PTO) or flex time to receive one Sunday off every month. They must notify the office in advance of intended schedule. The employee must be able to work cooperatively with other members of the staff and with volunteers. The employee may work remotely periodically as work requirements allow and as agreed to by their supervisor.

Direct reports

Collaborative Pianist

Job Description Acknowledgement Form

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.) Based on established department or facility standards, employee may not perform all of the duties listed in this job description.

I have received, reviewed and fully understand the stated job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions. I understand that this is not a comprehensive list and other duties may be assigned periodically.

Employee Name _____ Date _____

Employee Signature _____

