

UNITED CHURCH OF CHRIST AT THE VILLAGES  
Music Director Job Description

JOB TITLE: Music Director/Accompanist: The Villages, Florida

REPORTS TO: Pastor

POSITION STATUS: Part-Time

DATE: October 21, 2021

The United Church of Christ in The Villages is an active, inclusive Christian community in which we gather to worship God, serve our neighbors, and grow in our faith through our relationships with others. We believe that God's love is for everyone, no matter who you are or where you are on life's journey. Our Vision of Music is to provide a welcoming, inclusive worship experience through modern and traditional music that enhances the scriptures, and resonates with people of all ages encouraging a closer relationship with God

**Job Summary:**

The Music Director is responsible for the overall music program of the church: planning weekly services, arranging for rehearsals, organizing holiday and other special music, maintaining the music library and, in general, providing the leadership required to integrate music into the life and ministry of the congregation. The Music Director works closely and cooperatively with the Pastor, the Diaconate, and the Music Committee to plan music in support of the weekly liturgy and liturgical themes, as well as other special events and seasonal services.

**Key Responsibilities and Duties:**

- Plan and co-ordinate music with the Pastor, Diaconate, and Music Committee for all worship services, keeping in mind sermon topics and seasonal themes;
- Co-ordinate with sound and other technicians to ensure continuity of worship services;
- Oversee a music team which includes vocalists and musicians;
- Schedule and facilitate all choir practices; coordinate scheduling of music events with the Office Administrator;
- Direct and accompany the choir for all services and special events;
- Accompany congregational singing with the organ, piano, and/or other instruments;
- Prepare solo music for the Prelude, Offertory, Postlude, and other musical interludes, as required;
- Recruit qualified outside candidates for choral and instrumental performances;
- Support music events in the community with performances outside of our church, as requested and approved;
- Maintain the Music Library - Order approved music and supplies related to the music program;
- Oversee maintenance of all musical instruments owned by the church;
- Monitor spending of funds approved and budgeted for the music program by the Diaconate Committee; and
- Complete other duties as may be assigned

**ESSENTIAL KNOWLEDGE AND SKILLS PREFERRED:**

- Attested musical skills and competencies, including but not limited to:
  - A high degree of competency in choral directing and vocal pedagogy;
  - Keyboard proficiency, both piano and organ preferred - other instruments a plus;
  - Ability to sight-read and perform simple transpositions or reharmonizations – ability to read chord charts and lead sheets a plus;
  - Ability to direct and accompany choral groups simultaneously;
- General knowledge of Protestant hymnology, specific familiarity with UCC hymnbook(s);
- Broad knowledge of the Christian musical lexicon, both traditional and contemporary, with the flexibility to play in diverse style services;
- A willingness to rehearse sufficiently to achieve and maintain a high level of quality;
- The ability to lead, direct, and inspire other musicians; and
- The ability to instill a strong spirit of cooperation within staff and the congregation.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree in music or related field or proven equivalent experience will be considered (Master's preferred);
- Minimum of three years of full-time (equivalency) experience directing choral music.

**JOB TYPE/COMPENSATION:**

- Part-time, permanent, salaried (10 – 12 hours/week);
- Contact: [Dennylawson@hotmail.com](mailto:Dennylawson@hotmail.com) or [uccatvpastorjoe@gmail.com](mailto:uccatvpastorjoe@gmail.com)
- Job Location: The United Church of Christ at the Villages, Florida