



Job Description: Director of Music Ministries

Reports to: Senior Minister
Employment: 30 hours per week

Purpose:

Valley Unitarian Universalist Congregation (VUU) is a progressive faith community which, grounded in love, seeks to serve the world in ways that create justice in our communities. Our worship services connect us to one another and to Love Itself. Music is central to the life of the congregation, inspiring us, voicing our mission and vision through song, and calling us to a fuller expression of our values. Truly, we are a congregation that loves to sing and make music!

The Director of Music Ministries (DMM) will lead the congregation's music ministries with spiritual depth, partnership, and artistic creativity. This position reports to and works in direct collaboration with the Senior Minister, including a one-on-one meeting for one hour each week to plan future services and process the worship service just past. The DMM will also work collaboratively with the Director of Faith Formation, and supervises the work of the approximately 40-member choir, the VUU band, the children's choir, the VUU Bell Choir, and other professional and amateur musicians. The DMM occasionally works with community and VUU social justice leaders to provide music for justice and other interfaith efforts.

VUU prides itself on its many talented musician members. The DMM will be sure to develop the talent of our members, and to utilize that talent in our services.

We are a growing congregation. Together, we are undertaking a capital campaign to add social and classroom space to our facilities. Our improved campus will allow more faith formation opportunities for children and adults, fuller interfaith participation, increased worship attendance, and greater community visibility.

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 the Senior Minister, lay worship leaders, and pianist, ensures all pieces create a cohesive whole at each service, accounting both for the text of the songs and the overall feel of the service.
- Leads congregational hymns, directs choirs, and coordinates musicians for all services when present. Assures coverage for music leadership when absent or on vacation. Directs adult choir, children's choir, the VUU band, and other music groups. Directs weekly choir rehearsals.
- Serves as an important point of contact in the congregation's pastoral ministry to the choir, informing the Senior Minister of serious pastoral care needs.
- Responsible for music planning for two annual Christmas Eve services.

Administrative Duties

- Supervises pianist, contract musicians, and volunteers.
- Attends weekly staff meetings, quarterly worship associates meetings, and other committee meetings as necessary.
- Helps develop and oversees music budget.
- Responsible for instrument maintenance and storage, including but not limited to piano tuning and humidifier maintenance.
- Develops, or supervises development of, slides for use in worship services.
- Writes a monthly newsletter column regarding the music program.

Professional Development

- Will be a member of the Association of Unitarian Universalist Musicians, abiding by the AUUM Code of Professional Practice ([see here](#)).
- Whenever possible, attends the annual AUUM conference. Membership and AUUM conference attendance fees should be paid from the professional expenses budget provided as part of the DMM compensation package.
- Attends AZ UU Religious Professionals Cluster Meetings and District/Regional Assembly when possible.

General Responsibilities

- Abides by congregation personnel manual and policies.
- Handles other relevant duties as assigned.

Knowledge

- High degree of musical literacy, including knowledge of diverse musical styles and genres.
- Promotion of UU heritage and values.
- Strong interpersonal skills and the ability to work in 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.

Qualifications:

Required

- Familiarity with UU heritage and values.
- Choral conducting experience.
- Bachelor's degree in music or relevant experience.
- Demonstrated public leadership ability.
- Warm, inviting personality.

Preferred

- Certified UU Music Leader.
- Experience and training in cultural competence.

Hours and Compensation:

- 30 hours per week.
- Compensation in line with Unitarian Universalist Association Fair Compensation Guidelines.
- Paid vacation/time off, including one Sunday off per month in addition to vacation time.
- Individual or family health insurance compensation.
- Retirement benefits.
- Opportunities for professional development.