Music Director

First Christian Church (DOC), Colorado Springs, CO

Reports to: Senior Pastor

Personnel Status: Exempt, "regular part-time" (per the Personnel Policy of First Christian Church)

Hours: On average, 20 hours per week. In certain seasons of the church’s life, more hours may be required. It is understood that the Music Director may adjust the hours, in consultation with the Senior Pastor, to take account of those seasonal needs.

Duties:

a) Rehearse and conduct a traditional adult choir (should have familiarity with both classical and contemporary choral literature). Recruit and motivate members who have a wide range of musical skills. Incorporate vocal training into rehearsals to increase the musical skills of the members. Always strive for excellence. Weekly rehearsals in preparation for weekly singing in the Sunday worship service September-May.

b) Rehearse and conduct the church’s handbell choir; actively recruit new members. Weekly rehearsals for monthly (approximate) playing in the Sunday worship service.

c) Work with the Family Ministries Coordinator and Youth Pastor to help children and/or youth sing as a choir in worship when possible. This is an area that will need to be built up, as it is currently not active. Each year, usually in July, we host a music camp. This position will also work with other members of the staff to lead this weeklong event.

d) Work with members of the Worship Planning Team to design multimedia elements that may enhance musical offerings.

e) An ability to do digital recordings through virtual choir applications (such as “PicPlayPost”) will be beneficial during this time of COVID-19 and beyond.

f) Select choral music well in advance to enhance the planned scriptures/sermons. Preparation as required for weekly rehearsals. Attendance at Sunday morning worship, conducting the various choirs as scheduled in coordination with the Senior Pastor and Organist. Special and seasonal services, with associated rehearsal and preparation time, including Holy Week, Easter, Christmas Eve, etc. Possibility of special choir(s) concerts as coordinated with the Senior Pastor, Organist, and Worship Planning Team.

g) Attend at least one staff meeting each month. Attend congregational fellowship and other events as requested by the Senior Pastor. Attend weekly meetings of the Worship Planning Team. Keep regular office hours as coordinated with the Senior Pastor. When requested by the Senior Pastor or Moderator, create bi-monthly staff reports for the church’s Ministry Board.

h) During the summer months, when the choir/bell choir will not be singing/playing in worship, plan special music by small ensembles, soloists, instrumental musicians, etc. in consultation with the Organist. The position also works with the Organist to fill and manage the Summer Concert Series in the Labyrinth.

i) Other duties as assigned/negotiated.

j) Teaching privileges are allowed. Use of teaching space to be coordinated with the Organist.

Salary: $20,000 - $25,000 per annum.

Benefits: Sick leave and personal leave as detailed in the Personnel Policy. Pension dues to the Pension Fund of the Christian Church (Disciples of Christ) are negotiable with the Senior Pastor.

Vacation: Per the church’s personnel policy, employees will begin to accrue vacation from the date of their employment; however, unless otherwise contractually agreed, they will not be entitled to it until they have been employed for ninety days. Employees, unless otherwise contractually agreed, will accrue paid vacation based on the number of years of employment as follows: Years of service - Weeks of Vacation:

1-5 years, 2 weeks per year; 6-9 years, 3 weeks per year; 10 or more years, 4 weeks per year.

The music director may miss one Sunday per number of weeks of vacation per year.