

**First Parish Unitarian Universalist Church
Kennebunk, Maine
Director of Music
Job Posting**

First Parish Unitarian Universalist Church of Kennebunk, Maine (FPUU) is a liberal religious community in the center of Kennebunk, ME. We are a growing congregation, with a dynamic team of professionals and volunteers that serves a congregation of approximately 105 adults, plus 20 children and youth.

FPUU is seeking a part-time Director of Music who is proficient on the organ, piano and able to direct the choir. The Church has a host of musical instruments including a fully restored 1900 Hook and Hasting's Organ and a Yamaha C3 Grand Piano.

The Director of Music is expected to be familiar with classical, traditional and contemporary music congruent with Unitarian Universalist principles. The candidate should have strong interpersonal skills and be able to integrate a wide variety of musical abilities and tastes.

This position entails working closely with the Minister, the FPUU staff and congregational leaders. Given the nature of the populations we serve, preference will be given to those who are vaccinated against COVID-19.

The Director of Music averages 12 hours per week from Labor Day to mid-June, with 1 Sunday off per month to be arranged with the Minister. Pay range is \$22.25-23.00 per hour, based on experience. In compliance with our Safe Congregations policy, references and background check will be required. Start date is August 30th, 2021.

For more information about our congregation please visit www.uukennebunk.org.

If you are comfortable with the principles of liberal religion, are organized, friendly, able to honor confidentiality, and a team player we would love to hear from you. Please submit a resume and a cover letter by e-mail to the Reverend Lara Campbell at UUKennebunkMinister@gmail.com.

Resume and cover letter must each be submitted as PDF or MS Word documents attached to your e-mail. Please do not submit resume or cover letter in the body of your e-mail. Video and or audio recordings of your skills are welcomed.

FPUU values a diverse workforce; people with disabilities, people of color, and those who identify as L/G/B/T/Q are strongly encouraged to apply.

Job Description Music Director

The Music Director position averages 12 hour per week for a 41 week per year, beginning the Tuesday after Labor Day and ending the second Sunday in June (the last Sunday of the Church year). The Music Director is allowed 1 Sunday off per month to be arranged with the Minister.

Major Responsibilities:

- Provide music that enhances the worship experience drawing from many sources.
- Build community by giving church members opportunities to express themselves, learning and growing together through making music.
- Build community connections through participating in community-based services.

Duties:

- Provide musical accompaniment for worship services and congregational singing.
- Select music appropriate to service topic and support the minister in hymn selection.
- Recommend and provide digital recordings for online and in person services.
- Direct the choir for worship services, usually one Sunday per month and Christmas Eve Service.
- Direct weekly Adult Choir Rehearsal and pre-service rehearsals.
- Collaborate with Music committee to create a yearly worship service.
- Work with the Music committee to recruit choir members.
- Provide administrative support to the music program (publish and update schedule, send emails, etc.).
- Maintain a list of musicians for additional music needs.
- Arrange/hire for musical accompaniment on pre-arranged Sundays off.
- Meet weekly with the Minister in person or via video conferencing.
- Participate in monthly Music Committee Meetings and Staff Meetings.
- Attend First Parish Leadership Forum (3 x per church year).
- Review and recommend to Board congregational policy impacting Music program.
- Write monthly report to the Board of Directors and Annual Music Program Report.
- Consult with Minister and Music Committee Chair concerning annual review.

Complementary Tasks:

- Consults with families and minister to plan and provide music for weddings and memorial services. (Compensation is arranged between the Music Director and persons involved.)
- Determine music program needs, purchase^{SEP}supplies, and track expenditures.
- Supervise the maintenance of the congregations' musical instruments.
- Maintain and enlarge the choral library.
- In conjunction with the Music committee, update music activities for the weekly Newsletter, share music news to appropriate standing committees and keep music program information current on FPUU website.