

**First Parish Unitarian Universalist Church  
Kennebunk, Maine  
Choir Director and Vocalist  
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 100 adults, plus 15 children and youth.

The Choir Director 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 First Parish staff, and congregational leaders. First Parish requires all staff to be vaccinated and boosted against Covid-19.

The Choir Director averages 6 hours per week from Labor Day to mid-June, with 2 Sundays off per month to be arranged with the Minister. Pay range is \$22.50-24.00 per hour, based on experience. In compliance with our Safe Congregations policy, references and background check will be required. The position is currently open.

For more information about our congregation please visit [www.uukennebunk.org](http://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](mailto: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.

## **First Parish Unitarian Universalist Church of Kennebunk, ME**

### **Job Description - Choir Director and Vocalist**

**Reports to:** Minister  
**Status:** Averaging six hours per week  
**FLSA:** Non-Exempt  
**Effective:** Immediately or Fall 2022

#### **Job Summary**

The Choir Director will direct the choir during Sunday and special worship services in addition to singing and leading hymns. They will be present for 2 Sunday service each month. In consultation with the Minister, the Choir Director will choose and purchase music for choral offerings. The Choir Director is responsible for the choral budget. The Choir Director will work collaboratively to practice and present choral offerings for worship.

#### **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.

#### **Essential Functions**

- Lead an adult choir with rehearsals as required to prepare approximately one Sunday performance per month from Labor Day through mid-June, plus up to an additional three times per fiscal year for special Sundays, and Christmas Eve.
- Offer musical selections on an additional Sunday each month, preferably when the Church Musician is off
- The Choir Director will provide regular song leadership for hymns during worship.
- Support the music program of First Parish through identifying choir music to purchase and communicating choir program needs to the Minister.
- Consults regularly with the Minister to develop music selections for worship
- Recruit and prepare choir for occasional special services, such as installations, ordinations, and other special events.
- Attend monthly worship committee meeting and staff meetings, when possible
- Meets monthly with the Music Committee to review budget needs, choir needs and any publicity/fundraising ideas that the Music Committee sponsors.

#### **Other Responsibilities**

- Collaborate with Music committee to create a yearly worship service.
- Work with the Music committee to recruit choir members.
- Consult with Minister and Music Committee Chair concerning annual review.
- Determine choir program needs, purchase supplies, and track expenditures.
- In conjunction with the Music committee, update choir activities for the weekly Newsletter, share choir news to appropriate standing committees and keep choir program information current on First Parish website.

### **Minimum Qualifications**

- Music background or degree with a Major in Music, or equivalent level of experience in directing choirs.
- Interest and knowledge of a wide range of music.
- Experience working with volunteers, committees, and worship personnel
- Demonstrated skill in choir direction and growing the choir through personal rapport and team building.
- Ability to listen to and communicate with people of all ages and musical backgrounds.
- Being a Unitarian Universalist is not a requirement, but willingness to represent inclusive liberal religious values and reflect them in music planning and selection is a requirement.

### **Physical Requirements**

- Ability to sing on a public stage
- Ability to move in and around the church for performances and other duties
- Lift and carry objects related to work load up to 15 pounds
- Can read music
- Understands the basic operations of a sound system

### **Core Competencies**

**Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

**Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

**Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team, including staff, volunteers and congregants; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

**Developing Others:** Provides others with challenging and stretching tasks; holds frequent developmental discussions; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.