

**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 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.

The Director of Music averages 12 hours per week from Labor Day to mid June. Pay range is \$17.50-18.00 per hour, based on experience. In compliance with our Safe Congregations policy, references and background check will be required. Anticipated start date is September 5, 2017.

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. 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).

### **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 such as MLK Day and other inter-church activities.

### **Duties:**

- Provide musical accompaniment for congregational singing.
- Select music appropriate to service topic and support the minister in hymn selection.
- Direct the choir for worship services, usually two Sundays per month and Christmas Eve Service.
- Direct weekly Adult Choir Rehearsal and pre-service rehearsals.
- Recruit choir members.
- Provide administrative support to the music program (publish and update schedule, send emails, etc.).
- Maintain a list of musicians for non-choir Sundays.
- Arrange/hire for musical accompaniment on pre-arranged Sundays off.
- Consult with the Director of Religious Education in developing opportunities for music in the Religious Education program.
- Participate in Music Committee Meetings, Worship Committee Meetings, and Staff Meetings.
- Meet weekly with the Minister.
- Review and recommend to Board congregational policy impacting Music program.
- Write monthly reports to the Board of Directors and Church Annual Report.
- Consult with Minister 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 supplies, and track expenditures.
- Supervise the maintenance of the congregations' musical instruments.
- Maintain and enlarge the choral library.
- Prepare and update Music activities for the Newsletter Distributes Music news to appropriate standing committees.
- Keeps Music Program information on FPUU website current.