

United Church of Christ, First Congregational  
Norwich, NY

**Director of Music Ministries** (Rev. February 2026)

The Director of Music Ministries is a 12 month position that will ensure a diverse music program and will enrich the worship experience, with the involvement of and in collegial cooperation with the Pastor, Organist and Livestream Director, and take responsibility for the overall music program of the church. The Director of Music Ministries shall embrace a wide spectrum of musical idioms and styles and encompass a passion for leading, teaching and pursuing new vistas in worship arts. The Director of Music Ministries reports directly to the Pastor to coordinate worship elements. Employment review and contractual matters will be handled by the Personnel Committee and voted on by the Executive Council.

**Salary** - starting at \$16,000 depending on experience

**Responsibilities include (but are not limited to):**

The overall planning and initiation of the music program of the church.

Responsible for the worship arts involved in Sunday services and additional services which may be planned by the Pastor and/or the Worship Team.

Supervises all staff and volunteers involved in the music arts of the church.

Participates in the Worship Team action committee in monthly meetings, the Music Committee and Hymn Selection committee.

Directing the senior choir and participating in the selection of the choir members, including handbells and the children's participation.

Attracting and maintaining a relationship with people of talent in music and the arts available to us in the greater Norwich area and beyond. This is meant to be inclusive of volunteer and paid artists, church members and non-church members.

Engage various instrumental and vocal artists to participate in both ensemble work and as soloists.

Oversee special music programs for youth (if desired) and adults in the church and for community outreach, along with the Music Ministry Associate. (ie: Jingle Jammers)

Planning, coordinating and carrying out other special events is considered community outreach, therefore, the Director of Music Ministries shall serve as a church representative to the community in musical affairs. A letter of agreement with fee arrangement may be negotiated for any extended commitment of time. (ie: Cantata, Monday Night Musical Club)

Develops a rationale and will seek appropriate funding to maintain an enriched program of spirit-filled worship and special community events.

Attending workshops, training events and conferences to maintain and upgrade professional skills is recommended. The cost of continuing education will be included in the church budget.

May be absent from worship services for six Sundays per year with pay for which the church will pay a substitute.

Health, Dental and Vision Insurance can be negotiated.

## Choir Director Skills/Attributes

- Collaborates with other music staff (organist, bell director) to create a cohesive musical experience during worship.
- Works closely with the Pastor and Worship Team to plan service music and anthems to coordinate with the liturgical seasons of the church
- Participates in sufficient (long range) planning and rehearsing to ensure appropriate preparation of the musicians
- Develops a collaborative partnership with the organist/accompanist and invites and welcomes ideas and suggestions on repertoire and artistic performance ideas
- Selects a variety of musical styles at an appropriate level, to match the skills and ranges of the singers in the choir
- Looks for opportunities to engage soloists and small ensembles to enrich worship, including the youth of the church.
- Selects hymns and responses to encourage robust congregational singing
- Employs the choir to support congregational singing
- Recruits/builds relationships with area musicians to support the music ministries of the church
- Ensure that each choir member has access to the appropriate materials
- Establishes and maintains a method for communication for the musicians regarding rehearsal and performance schedule and repertoire selections
- Supports individual choir members as needed in developing music reading skills, including providing instruction and/or educational materials
- Supports the development of individual vocal technique and music preparation as needed, including short lessons, preparing recorded learning tracks, or extra rehearsals
- Develops skill in creating virtual music projects
- Looks for opportunities to participate in or provide leadership for ecumenical musical events or outreach activities of the church, including participating in monthly services at Chenango Valley Home and encouraging others to do so.

- Possesses effective choral rehearsal skills: clear conducting gestures; able to help the singers improve tone, accuracy of pitch and rhythm; developing ensemble artistry through expression, dynamics, phrasing; efficient use of rehearsal time; planning for logistics such as where to stand and how to get there
- Maintains the choir as a fellowship experience through music performance
- Maintains the choral library and follows all copyright laws
- Follows all copyright reporting requirements in a timely manner
- Reviews the church music files and moves anthems out of circulation if they are no longer appropriate for the times
- Sees to the care of the choir robes