

UUC Music Director Job Description

The position of Music Director at the Unitarian Universalist Congregation of Eau Claire is a volunteer position. The Music Director is responsible for planning music to be appropriate for Sunday Services and other congregational events. Responsibilities include the following:

Sunday Services:

- Collaborating with the Worship Committee and the Minister in preparing a schedule for Sunday Services and assisting with the selection of appropriate hymns.
- Collaborating with the Accompanist in scheduling to ensure that an accompanist is present at each Sunday Service, Wednesday service and to accompany choir rehearsals.
- Scheduling music for “Music for Gathering” and “Music for Giving” and other special music as needed/ appropriate.
- Communicating with the Office Manager to provide information on music selected and musicians involved for the preparation of the Order of Service.
- Collaborating with Choir Directors in their selection and scheduling of choral pieces appropriate to the schedule developed by the Worship Committee and to schedule rehearsals as needed.
- Actively recruiting youth and adult musicians from the congregation to provide selections for “Music for Gathering” and “Music for Giving”.

Religious Education:

- Assists with musical needs of other activities such as Children’s Chapel as needed.

Management of the piano.

- Oversees the maintenance of the piano. (tuning as needed, other upkeep)
- Develops and oversees a policy for use of the piano, such as rentals for recitals.
- Coordinates responses to requests for use of the piano with the office manager.

Oversight of Hymnbooks

- Monitors the check-out of hymnbooks.
- Ensures that hymnbooks are numbered.
- Annually conducts an inventory of hymnbooks.
- Orders new books as needed. (stamp and number)

Music Advisory Committee

- Convenes the Music Advisory committee once or twice a year to discuss issues relating to the music ministry including congregational response to the music provided for Sunday services and other events. The Music Advisory Committee consists of the Accompanist, Choir Directors and other musicians who may be involved in providing music for services.
- Continuously seeks sources and ideas for new music appropriate to our Congregation.

Communication with the Congregation

- Collaborates with the Music Advisory Committee to increase congregational awareness of the role of music in worship services.

- Provides a monthly article for the Herald (“Music Notes”) which works toward the above objective.

UUC Accompanist Job Description

- Provides accompaniment for Sunday and Wednesday evening services.
- Accompanies choir rehearsals and provides accompaniment as needed.
- Meets with the Music Advisory Committee.

UUC Choir Director Job Description

- Selects choral music and develops a singing and rehearsal schedule, using the schedule developed by the Worship Committee.
- Maintains a database of choir members which includes their contact information.
- Actively recruits new members.
- Maintains the choir music library. Orders and stamps new music as needed.
- Maintains a record of choral music and the dates each piece was presented.
- Meets with the Music Advisory Committee.

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