

## **UUC Music Director Job Description**

Works with the Worship Committee to plan music to be appropriate for Sunday services and other church events. Attends Worship Committee meetings and collaborates with planning committees for planning intergenerational and other special services.

Works with the Choir Director to select appropriate choral music for the choir and for smaller singing groups. Continuously seeks sources and ideas for new music appropriate to our Congregation.

Meets with the Choir Director to plan for the Congregation's calendar year.

Notifies the Office Manager of the titles and performers of music to be presented each Sunday in a timely manner so they can be listed in the Order of Service.

Meets once or twice a year with a Music Advisory Committee to discuss congregational response to the music provided for Sunday services and other events.

Monitors the checking out of hymnbooks and conducts an annual inventory of "Singing the Living Tradition."

Actively recruits youth and adult musicians from the congregation to provide selections for "Music for Gathering" and "Music for Giving".

Ensures that an accompanist will be available for each Sunday service.

Works with the Office Manager to keep the piano tuned.

9.05 {Betty K}

## **UUC Choir Director Job Description**

Meets with music director to plan music for choir to sing during services – twice per year for major planning, regularly throughout the year to keep updated

Attends & helps plan and facilitate UUC Music Advisory Committee meetings

Attends music Worship Committee & Intergenerational Services Committee meetings when music director cannot

Prepares for rehearsals & church service by studying the music, practicing conducting and planning rehearsals

Conducts rehearsals – three, one-hour rehearsals per month - includes setting out music, deciding on warm-ups, going over hymns for that Sunday, rehearsing music for Sunday services

Makes arrangements for extra rehearsals if necessary

Arranges for special accompaniments when needed

In coordination with the music director, finds, orders and makes arrangements to purchase new music

Organizes choir files and keeps records of what music has been sung

9.05 {Bobbie K}

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9.05 {Betty K}