

**Normandy Park United Church of Christ**  
**Music Director Job Description**

**General Statement of Responsibilities:**

- Provide leadership and direction for all aspects of the musical life of the church
- Collaborate with the Pastor to plan and lead music during Sunday worship services, including a review of worship materials (e.g. bulletin and slideshow)
- Organize and direct the church choir, which rehearses weekly September - June
- Set up and take down worship service/music equipment as needed
- Plan for and lead music and choir for special services, including but not limited to Christmas Eve, Ash Wednesday and Maundy Thursday
- Secure and manage special guest musicians as appropriate
- Purchase new music within the church budget
- Manage copyright licenses and reporting to copyright agencies
- Have right of first refusal to provide music for weddings, memorial services and other services

**Preferred Qualifications:**

- Proficiency and experience playing the piano (and possibly the organ)
- Experience leading music in worship settings
- Experience with choral direction and accompaniment
- Proficiency in using necessary technology including sound, lighting and computer
- Ability to work with musicians at a variety of skill levels
- Supportive of Normandy Park United Church of Christ's vision and mission statement
- Supportive of music that is appropriate for a progressive church and encourages the use of inclusive language
- Have a basic understanding of church organization and worship structure
- Familiar with church music that incorporates diverse cultures, faith traditions, and musical styles
- Connected to musical community

**Terms:**

- Salary: \$12,000 - \$15,000 annually divided equally over 12 monthly pay periods
- Vacation/Time-off: 4 paid vacation Sundays per year
- Access to sanctuary and church facilities for private lessons
- Abide by the Normandy Park United Church of Christ Safer Church Policy
- Vaccinated and boosted for Covid-19