

***Job Description:
Director of Church Music***

Job Title: Director of Church Music.

Reports To: Minister

Position Status: 0.5 FTE, Exempt, Ministerial. The Director of Church Music position is approximately 20 hours per week during the church year (currently September through June), with some preparatory time during the summer months. Summer schedule may be flexible, established in collaboration with the Minister.

On-site Work Expectations: Expected to be on-site for:

- Church choir rehearsals;
 - Sunday services;
 - Bi-weekly Worship Planning Team meetings;
 - Special program rehearsals and performances; and
 - Scheduled office hours to be determined in conjunction with the Minister.
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Position Description:

Music at the First Religious Society Unitarian Universalist (FRSUU) is an essential aspect of our spiritual life. Enriched by many active musicians within the congregation, our music program helps to deepen our spirituality, maintains high musical quality, and supports and nurtures people of all musical ability. As a highly visible performance space in this historic town, the 437 member church considers its music program to be an important outreach to the community.

The Music Director (MD) is responsible for directing all aspects of the church's music program. The MD serves as organist and director of the adult choir and is expected to enhance the youth and adult music offerings, increase the diversity of musical expression, and reach out to the larger community. The First Religious Society is seeking an accomplished musician, teacher, choral director and organist with church experience and excellent interpersonal skills to direct FRSUU's music program in this exciting time in our history. With a newly called Minister and a growing congregation, this is a congregation who loves music! While FRS is seeking an accomplished organist for this position, depending upon the mix of candidates who apply, we may be open to considering highly skilled and experienced applicants with excellent capabilities on piano and/or other musical instruments.

Core Responsibilities:

1. Accountable for all aspects of music program.
2. Participates in Bi-weekly Worship Planning Team meetings in partnership with the Minister, the Director of Religious Education and other service leaders, to plan Sunday services; selecting choral and organ, piano or other instrumental music, scheduling soloists and choirs.
3. Rehearses the adult choir one night a week and before Sunday services.
4. Conducts the adult choir during services.
5. Plays the organ and piano during services as needed.
6. Solicits and supports additional vocal or instrumental performances by members of the congregation for Sunday services.

7. Recruits paid and volunteer vocalists, instrumentalists, and ensembles to diversify and deepen the music ministry of the congregation.
8. Organizes and conducts the annual Christmas Candlelight Choral, the Sunday before Christmas including developing the program, rehearsing and conducting the choir, recruiting additional singers from the community and contracting with other musicians as needed for these performances. Additional concerts with the Candlelight Choral are desirable and may be scheduled once or twice a year in collaboration with the Minister and other church leaders to fit within the overall church calendar and needs.
9. Is available to work with families to plan and provide music for special services such as weddings, memorials or child dedications; performing, recommending and/or arranging for other resources if needed. These activities will be separately compensated.
10. Supervises Young Church Choir Director and any instrumentalists or Choir Section Leaders.
11. Oversees the use and maintenance of the organ and other church instruments, including a Steinway B grand piano, a Kimball spinet piano, a Knabe console piano and a Korg electric piano.

Administrative Responsibilities:

1. Prepares and manages the annual budget for the music program in collaboration with Director of Finance and Administration.
2. Submits musical choices to the office administrator in a timely manner, to be included in the Order of Service.
3. Selects and orders new music and maintains the choral music library; expands the diversity of the library.
4. Other administrative duties and responsibilities as required or assigned by the Minister.

Collaborative Responsibilities:

1. Strives to sustain and increase choir participation while continually improving the quality of its performance.
2. Creates ad hoc vocal or instrumental groups to expand the musical experiences available to musicians within the congregation or to draw in new members.
3. Collaborates with the Youth Music Director, the lay-led Jazz Vespers and concert committees, church staff, lay leaders, and active musicians of all ages within the church
4. Collaborates with lay leaders and volunteers to organize the annual Wilson Concert Series, the annual Christmas Eve Service and occasional special events with the goal of increasing attendance and community recognition.
5. Implements a process for involving members of the wider congregation in the music ministry of the FRS.
6. Joins and participates in the Association for Unitarian Universalist Music Ministries (AUUMM) (formerly known as the UU Musicians Network).
7. Participates in Bi-weekly Worship Planning Team meetings and regular staff meetings. Attends other church meetings as necessary to collaborate and represent the musical programs of the church.
8. Reaches out to and interacts with other professional musicians in the area.

Required Knowledge, Skills And Abilities:

The Music Director should have the following knowledge and skills:

- Demonstrated accomplishment as a musician, teacher, choral director and pianist/organist;
- An advanced degree in organ, choral conducting or church music field is preferred;
- Excellent piano and organ performance skills;
- Demonstrated experience and ability to draw upon diverse musical styles and traditions;
- Experience directing a church music program is highly desirable;
- Experience in guiding amateur singers and sensitivity to their needs;
- Understanding of or willingness to become familiar with the Unitarian Universalist (UU) musical tradition, hymnody and theology;
- Certification by the American Guild of Organists and /or AUUMM certification is highly desirable;
- Excellent people skills, compassion, and an ability to consider diverse opinions plus the ability to work effectively and collaboratively in a team as well as with other constituencies as necessary;
- An interest in church culture and community dynamics; and
- Ability to organize, manage and carry out administrative and logistical tasks in a timely manner.

Salary:

The annual salary for this position is based on the Unitarian Universalist Association's (UUA's) recommended salary range in a "Midsized III" congregation in geo zone 4 (https://www.uua.org/sites/live-new.uua.org/files/salary_recs_18-19_geo_4.pdf) and candidate's qualifications, skills and experience. Salary is prorated based on a half time FTE position. Participation in special services such as weddings, memorial services or child dedications will be separately compensated. FRS offers a generous program of benefits including: paid vacation; health, life and long term disability insurance; and retirement benefits.

Physical Requirements: Must be able to climb stairs, as the organ and choir rehearsal room are on the second floor with no elevator.

Deadline to Apply: Monday, January 7, 2019

To Apply:

Send a cover letter and resume (including relevant teaching experience and size of choirs directed), as well as names and contact information for 3 professional references to:

By Email: employment@frsuu.org (***Electronic submissions are preferred***).

By Mail: Music Director Search, FRSUU, 26 Pleasant Street, Newburyport, MA 01950

**FRSUU is an Equal Opportunity Employer.
*Women and People of Color are strongly encouraged to apply.***

The Organ

The organ is regarded as one of the finest and most historic in the area. Built originally in 1834 by Newburyporter Joseph Alley, it was enlarged in 1889 by George S. Hutchings, and rebuilt again in 1957 by the Andover Organ Co. In 2011 and 2012, the organ was restored by Vermont organ builder A. David Moore and was re-dedicated on Saturday September 15, 2012. Further details on its "pre-2011" form can be found at "Pipe Organs of the Merrimac Valley" (<http://www.tneorg.com/mv/mv4.html>). A summary of the renovated organ is attached.

The Organ

In 1834, a new pipe organ was built for the First Religious Society by the Newburyport organ builder Joseph Alley. It was considered the finest organ in the vicinity, and was in constant use until about 1889, when it was rebuilt by George S. Hutchings of Boston, who retained many of Alley's original pipes and greatly expanded the instrument.

In 1957, Andover Organ Company, then under Charles Fisk, rebuilt the organ. Some changes were made to the stop list at this time. The Oboe, Trumpet and Cremona shallots were enlarged and remain substantially the same today. Charles Fisk's and Robert Reich's names are written, in chalk, inside the organ case with the date 1957. In the fall of that year Dr. Melville Smith, organist of the First Church in Boston, who had served as the consultant for the project, re-dedicated the rebuilt organ with a recital.

For nearly forty (40) years, the organ was under the expert conservatorship of Barbara Owen, noted organ historian, consultant and FRS Director of Church Music. Barbara oversaw the re-tabling of the windchests by CB Fisk in 1972. Her tireless personal efforts to maintain the organ over this period ensured that the FRS had high quality music and preserved the instrument we hear today.

In 2008, a Steering Committee was established to study the condition of the organ and make recommendations. The work of the Committee was significantly enhanced by the able assistance of organ consultant Mark Brombaugh. In 2009, the firm of A. David Moore, Inc. was selected to rebuild the organ, consistent with the recommendations of the Committee. In this most recent renovation, the firm: installed a new, level hardwood floor under and around the organ to ensure stability of the instrument; moved the case forward in the gallery and rearranged the pedal pipes in order to increase the space inside the case and enhance future maintenance; built a new wind system, including double-fold bellows made from the ribs of the Alley bellows, and wood wind trunks; added swell shades at the rear of an enlarged swell box to improve tonal egress; replaced virtually all components of the mechanical action and installed a new electric combination action by Laukhuff of Germany; added new pedal stops, including a 16' Trombone and 8' Cello; and replaced the façade pipes, all of which now speak.

<i>Great (CC-g3)</i>		<i>Pedal (CC-f1)</i>		<i>Combination action</i>
Bourdon 16'	H	Double Open Diapason 16'	A/H	Laukhuff, Germany
Open Diapason 8'	A/M	Cello 8'	M	Sequencer, 300 levels
Second Open Diapason 8'	A	Bourdon 16'	H	12 general pistons
Dulciana 8'	H	Flute 8' (ext)	H/M	6 divisionals each for Swell and Great
Stopped Diapason 8'	A	Melodia 4' (ext)	H/M	4 divisionals for Pedal
Octave 4'	A	Trombone 16'	M	Reversibles for Tremolo and couplers
Flute 4'	A	Trumpet 8' (ext)	M	Generals and couplers duplicated as
Twelfth	A	Clarion 4' (ext)	M	toe studs
Fifteenth	A/An			
Tierce	A/H	Total number of pipes: 1,652		
Mixture IV	A/H/An			Stop labels and pistons engraved by
Trumpet 8'	H			Donald Carbino, South Royalton, VT

Swell (CC-g3)

Open Diapason 8'	A	Swell-Great	The following people from A.D. Moore, Inc. worked on the organ renovation: A. David Moore John Atwood Tom Bowen Lubbert Gnodde Robert Lee Adams
Stopped Diapason 8'	A	Great-Pedal	
Salicional 8'	H?	Swell-Pedal	
Celeste 8'	H		
Principal 4'	A	A = Joseph Alley, 1834	
Flute 4'	A	H = Hutchings, 1889	
Fifteenth	A/H	An = Andover, 1957	
Nineteenth	A/H	M = A.D. Moore, 2011/12	
Sesquialtera II	A/H/M		
Cremona 8'	M/A	Temperament: Lubbert Gnodde I	
Oboe 8'	H		
Tremolo	M	Wind Pressure: 2 3/4"	