



**First Congregational  
United Church of Christ**

Rev. Heather A. Moody,  
Pastor

269 Mill Street  
Poughkeepsie, NY 12601

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Position Title:	<b>Music Director</b>
Organization Name:	First Congregational United Church of Christ
Job Type:	Part-time
Preferred Education:	Bachelor's Degree in Music/Church Music (preferred, not required)
Minimum Experience:	Piano: 5 years
Salary:	\$12,000-\$15,000 (commensurate with skill level) <i>This position does not have health care or other benefits.</i>
Hours per week:	8-10 (average)
Weekly Services:	One
Weekly Rehearsals:	Typically one
Ensembles:	Adult Choir
Street Address:	269 Mill Street Poughkeepsie, NY 12601
Congregation Size:	120

### Job Description

We are in need of a music director with experience accompanying congregational singing with piano and/or organ starting August 1, 2022.

We are an open and affirming, intergenerational congregation with a rich history and musical heritage. We love to sing and are interested in expanding the styles of music we incorporate into worship. We include music as part of one Sunday service (10:30 am) with choir rehearsals Sunday morning (9:00 am) and possibly a weekday evening (generally 7:00-8:30 pm) in preparation for Christmas or Easter. We are looking to grow a music program in line with our overall goals of welcome, inclusion and outreach and would welcome the assistance of someone bright, engaged, and creative.

Our Music Director is responsible for selecting choir anthems, preludes, offertories, and postludes. Ideal candidate provides music leadership for Sunday worship and special services, with first right of refusal for funerals & weddings. S/he/they will enjoy teaching music, nurturing the talents of a devoted 7-10 member volunteer choir, and fostering an uplifting and enlivened worship experience. Comfort directing and conducting a wide assortment of instruments in worship would be welcome. The ability to prepare a Handbell Choir for seasonal performances would be a plus but is not required.

Ideal candidate will bring a positive, enthusiastic, and cooperative outlook and work ethic. S/he/they must demonstrate strong communication skills and the ability to work well with others. S/he/they must feel comfortable with and understand progressive and inclusive Christian theology.

To find out more about our congregation, visit [www.OpentoGod.org](http://www.OpentoGod.org).

### **Job Responsibilities:**

- Provide accompaniment and direct the church music program including choir, vocal, and/or instrumental ensemble(s) at the regularly scheduled service each week.
- Work closely with the Pastor to develop and plan theologically sound, engaging, and liturgically and seasonally appropriate music for each service.
- Cooperate with the Pastor and/or appropriate committee or board in the area of general planning and leadership of the church's music program.
- Help lead efforts to expand scope and impact of music ministry through collaboration with the Pastor and appropriate committee or board.
- Be responsible for the maintenance and purchase of all necessary music and music supplies. (Expenditures in this area shall not exceed the amount provided for in the budget.)
- In consultation with the Pastor, identify and schedule substitute musicians as needed to cover absences.

### **Schedule:**

- Worship Planning Meeting: Once a week (day of week & time of meeting TBD)
- Sunday morning rehearsal: 9:00am - 10:15am
- Sunday morning worship service: 10:30am - 12pm
- Occasional evening rehearsal (in connection with Christmas or Easter)
- Special service: Ash Wednesday (evening)
- Special service: Maundy Thursday (evening)
- Special service: Christmas Eve (7:30pm)
- Additional services may be scheduled if the appropriate committee or board determines a need. Advanced notice will be given.
- Weddings and Funerals as needed based on availability (first right of refusal)
- Hours are flexible except for choir rehearsals and worship services.

### **Additional Information:**

The church is equipped with a 3 manual 1902 Midmer pipe organ with Austin console (approximately 50 ranks), a refurbished Steinway baby grand piano, a Roland DP-990F digital piano (88 keys), a multi-octave set of Malmark handbells, as well as a set of handchimes. Additional instruments belong to congregation members who do special music (guitars, hand drums, string and brass instruments, etc.)

**Accountability:** The Pastor serves as the Music Director's immediate supervisor. The Board of Deacons hires the Music Director, oversees the music ministry, and reviews the music budget and the Music Director's compensation annually.

**Review:** The Music Director shall have an annual review with the Pastor and a minimum of one representative from the Board of Deacons.

### **To Apply**

Please submit a letter of interest, resume, and at least 3 references to Rev. Heather Moody, 269 Mill Street Poughkeepsie, NY 12601, or by email to [fcoffice@gmail.com](mailto:fcoffice@gmail.com).