

**Keawala'i Congregational Church
United Church of Christ**

POSITION DESCRIPTION

Job Title: Director of Music
Reports To: *Kahu*/Pastor
Date Position Is Available: September 4, 2016

Summary

This position works with the *Kahu*/Pastor and the Board of Deacons and reports directly to the *Kahu*/Pastor. Primary duty is planning and conducting a comprehensive music program for the church, primarily for but not limited to, weekly Sunday worship.

Hours

6-8 hours per week for eleven months – September through July. Duties are to be performed on, but not limited to, Sundays between the hours of 8:30 a.m. and 12:00 noon. Choosing music, recruitment, prep time, extra performances and/or concerts, and meetings may require additional time on other days, typically 2-4 hours per week.

Weddings, funerals, and memorial services will require additional hours on various days of the week, as available. Pay for such services shall be in addition to the annual salary. Current pay is \$125 for such events.

Compensation

An annual salary of \$9,000 - \$11,000 negotiable, depending on experience and ability, is to be paid on the fifteenth and the last day of the month.

Essential Duties & Responsibilities

Directing Sunday choir rehearsals.

Choosing music and directing the church choir on Sunday mornings and additional services during the year, including Maundy Thursday, Easter Rehearsal, Advent, Christmas Eve Rehearsal, and Christmas Eve.

Choosing music and directing special ensembles for worship services and special occasions.

Recruiting and choosing an accompanist and guest musicians, as necessary.

Maintaining oversight of anthems, special music and accompaniment for all music during all worship services

Helping with weddings, funerals and memorial services, as available. (*See Hours, above*)

Partnering with the Sunday School Program in their music ministry.

Writing a summary of the year's activities along with goals and objectives for the coming year for the Annual Report.

Working with Choir Committee at each of the committees' meetings, as an *ex officio* member.

Other duties may be assigned.

Supervisory Responsibilities

This position supervises the organist and the pianist.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Musical Skills

Chooses music in consultation with the *Kahu*/Pastor, that is in line with the church's theology and worship styles; reviews hymns chosen by the *Kahu*/Pastor, for singability by the congregation; assures that hymns and other congregational singing is supported by instrumentalists and choir, as needed; and encourages and supports various kinds of music and musicians.

- Interpersonal Skills

Works effectively with the *Kahu*/Pastor, choir, organist, pianist, volunteer musicians and others; and is able to solve conflict and differences of opinion without judging or blaming.

- Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings as needed.

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- Teamwork

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; builds morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

- Visionary Leadership

Displays passion and optimism; and inspires and mobilizes others to fulfill the vision and mission of the Church.

- Delegation

Sets expectations and monitors delegated activities.

- Leadership

Exhibits confidence in self and others; and accepts feedback from others.

- Quality Management

Demonstrates accuracy and thoroughness in musical presentations; and ensures that the pianos remain tuned and in good appearance.

- Cost Consciousness

Works within approved budget; develops and implements cost saving measures; and conserves organizational resources.

- Diversity

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

- Ethics

Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; supports affirmative action and respects diversity; and complies with the Safe Church Policies and Procedures of the Church.

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- Organizational Support

Follows policies and procedures; and supports church's goals and values.

- Planning/Organizing

Prioritizes and plans work activities; and uses time efficiently.

- Professionalism

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

- Safety & Security

Observes safety and security procedures; uses equipment and materials properly.

- Attendance/Punctuality

Is consistently at work and on time;

- Dependability

Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time or notifies appropriate person with an alternate plan.

- Innovation

Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; and remains open to new ideas while remaining committed to the Church's vision and mission.

- Initiative

Recruits guest musicians actively; quickly addresses issues and challenges; and adds new music to existing repertoire.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience

A bachelor's degree in music is preferred. Proven ability directing choirs and musical ensembles, and at least two years of experience. An awareness of church music that is inspiring and fitting for specific occasions.

- Skills

Ability to read and speak in English; ability to read and interpret music; and ability to ensure correct pronunciation of Hawaiian-language songs.

- Other Qualifications

Must be able to work at services and meetings of the Church which occur on evenings and weekends.

- Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle music and direct musical groups. The employee is frequently required to stand, walk and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

Although the church building is the primary place where music is rehearsed and performed, there may be other places where duties will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Personnel Information

As a Casual, Part-Time employee, no employee benefits, such as pension, health insurance, vacation and sick leave pay are included with this part-time position.

There is no paid sick leave. The position requires finding a replacement when unavailable.

There will be a 3-month probationary period, starting from the first day of employment, during which time the employee will be evaluated for suitability for ongoing employment.

If hired, the employee shall comply with policies contained in the Church Employee Personnel Handbook, and any revisions made to it.

Requirements to Apply

In order to apply for this position the following items must be completed:

- Application for Employment, provided by Keawala‘i Congregational Church
- Three references, including names and contact information
- Although not required, a resume is highly recommended

All items must received by August 15, 2016. Please send all items to:

Keawala‘i Congregational Church
5300 Mākena Road
Mākena, Maui, HI 96753

or

Fax: (808) 879-0598

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