

**Job Title:** Interim Music Coordinator

**Reports to:** Lead Minister

**Effective:** Two-Year Contract Position effective August 1, 2019 with possibility of rehire.

**Status:** Part-Time (approx. 20 hours per week)

**FLSA:** Non-exempt

### **Music Ministry at First Unitarian Universalist Church of San Diego**

The Mission of the First Unitarian Universalist Church of San Diego is to create community, to nurture spiritual growth, and to act on our values to help heal the world.

Unitarian Universalism is a liberal faith which honors multiple spiritual paths, knowing we don't have to think alike to love alike. We understand and experience diversity in several ways. Our congregation is mixed in terms of age, and we have been attracting younger members, families and friends in recent years. Though our members and staff mostly identify as non-people-of-color, we are intentionally engaging in various educational and structural shifts to become a more radically inclusive, welcoming, and anti-racist/anti-oppressive congregation. This work is jointly led by our Board of Trustees and our Journey Toward Wholeness team, ministers, and staff. We expect the ministry of our congregation to occur through the lens of racial justice and dismantling racism, both internally and externally.

The music ministry is an integral part of this transformative work. Our vision of music ministry is to explore, collaborate, worship, and be transformed through and by the music we make individually, in groups large and small, and with the whole community. We commit to creating opportunities for all to explore and participate to the breadth of their abilities and comfort.

### **Job Summary**

The Music Coordinator incorporates the mission and the goals of the Strategic Plan into the music program at appropriate age and developmental levels. This includes working with the Ministerial Team and the Worship and Program team to develop and implement a vision for expanding the kinds of music used in worship and other church events. They act as a partner in worship creation, create and administer a vibrant and engaging music program for the entire congregation, and serve as a resource in supporting the creation of music throughout the congregation's work.

The Music Coordinator's employment is governed by the FUUSD Employee Handbook. They are expected to support the church's goal of becoming a more radically inclusive, welcoming and anti-racist/anti-oppressive congregation and to abide by denominational and church policies as regards respectful and appropriate behavior toward all staff and congregation members. This includes, but is not limited to, the FUUSD Covenant of Good Relations and the Harassment (1.7) and Conflict of Interest/Code of Ethics (4.22) sections in the Employee Handbook.

### **Essential Functions include:**

- Direct the Chalice choir (Wednesday evening rehearsals) and Sunday post-service Youth choir.
- Support and develop congregational singing
- Maintain a high level of excellence and inclusion in selecting and performing a wide variety of styles
- Lead the music program in a spirit of ministry
- Work with ensemble directors and ministers to establish a schedule for music in worship which includes content that supports our goal of creating an anti-oppressive/anti-racist community.

### **Staffing:**

- Create special worship services and events, including multi-generational and multicultural services
- Recruit and train volunteers to participate more fully in the program
- Nurture talent within the congregation, including young people and new members
- Arrange for a wide range of other musicians to play or sing in services when beneficial

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**Program Administration:**

- Maintain essential records
- Oversee copyright compliance
- Oversee the maintenance of music resources

**Coordination/Communication:**

- Strive for good relations in your communications and engender a spirit of cooperation in your planning with other staff and congregants
- Look for ways to integrate movement and other expressive arts with music during Sunday services.
- Actively participate in weekly worship team meetings to coordinate musical offerings with the message
- Maintain regular weekly office hours

**Minimum Qualifications:**

- Familiarity with liberal religion in general and willingness to learn
- Excellent musicianship
- Eagerness to work collaboratively with people of various backgrounds and skill levels

**Experience:**

Considerations will be given to

- Number of years of experience as teacher, choir director or a Director of Music
- Other relevant academic or professional achievement
- Prior experience or demonstrated interest in developing a musical repertoire from diverse voices and spiritual origins
- A record of collaborative leadership
- Demonstrated mastery of instrumental or choral leadership and program administration.
- Experience working in anti-racism/anti-oppression areas in the community
- Fluency in Spanish is desirable

**Compensation:**

This part-time position includes coordinating the music program at both campuses, directing the Chalice and Youth choirs, and working with a hired or staff accompanist; the salary range for this position will be shared before interviews and will depend on credentials/experience. Details about compensation and benefits will be discussed during the interview process.

**Application Process:**

Please send a cover letter, resume and related materials to [careersfirstuasd@gmail.com](mailto:careersfirstuasd@gmail.com) including Music Coordinator in the subject line. We intend to start interviewing candidates on July 1, 2019. Part of the process may include demonstration of choral direction with members of our church choirs. Once materials are received a Music Coordinator Search Team member will be in touch with you regarding next steps. If there is not enough diversity in the pool of applicants, the position may remain open.

**Optional Opportunity:**

We are separately posting a job listing for a part-time Pianist/Organist. If you have the skills to perform those duties in addition to Music Coordinator, it is possible that the positions could be combined, with hours and compensation adjusted accordingly.

Thank you.