

## **Position Description**

*United Church of Cloverdale (United Church of Christ)  
Cloverdale, Sonoma County, California*

### **Director of Music**

#### **Job Requirements**

Demonstrate skill in playing keyboard instruments to lead congregational singing, plus accompany soloists, instrumentalists, and/or choirs. Must have an aptitude to work cooperatively with fellow musicians, both volunteer and trained. Possess good interpersonal, communication, and organizational skills.

Able to select appropriate service music and incidental music (preludes, postludes, etc.) for traditional and contemporary Christian worship that is in keeping with the mission and vision of the United Church of Christ denomination (e.g., welcoming and inclusive language). *It is helpful if the candidate is familiar with hymns typically used in main-line protestant worship, such as those found in the United Methodist Hymnal (1989) and in the UCC New Century Hymnal (1995).*

A degree in music, or equivalent training and experience, is desired.

#### **Duties and Responsibilities**

Work cooperatively with the pastor and lay leaders in the planning of musical components of regular worship services as well as services occurring at special times within the church year (Advent/Christmas, Lent/Easter, etc.)

Work cooperatively with the church administrator to schedule routine or needed maintenance of musical instruments (pianos, pipe organ)

Maintain the organization of the church music library (primarily choral anthems) and develop and direct church choir(s).

Willingness to play for special services (memorial services, weddings) when schedule permits, or provide referrals to other musicians who could play for such services as needed.

*Compensation for such services is typically provided by the family that arranges for these types of services.*

#### **Evaluation**

The pastor is the immediate supervisor of this position. Input from the lay leadership and congregation may be received by the pastor in regard to the individual's job performance. Initially, evaluation will occur at least quarterly. *We are open to the idea of providing a 90-day trial period to see if this position is a good fit both for the person selected as well as for the church.*

***Church Musical Resources:***

1907 Whalley tracker pipe organ, 2 manual 9 rank, rebuilt in 2003

1903 Steinway grand piano, Model 'O'

*Choir rehearsal / special event upright piano in Fellowship Hall*

Malmark Handbells, set of 3 octaves

Malmark Choir Chimes, set of 3 octaves

**Hours**

Up to 22 hours per week are available for this position. Details will be discussed at time of interview.

**Compensation**

Salary and benefits will follow the United Church of Christ – Northern California and Nevada Conference's guidelines, as appropriate for the level of experience and responsibility, the expected level of responsibility, and for the location. Salary range will be discussed at time of interview.

**For inquiries about position or to submit a cover letter and resume, contact:**

Jilloni Hopkins, Church Administrator

Church office: 707-894-2039

Email: [uccoffice@sbcglobal.net](mailto:uccoffice@sbcglobal.net)

United Church of Cloverdale

Attn: Personnel Committee

439 N. Cloverdale Blvd

Cloverdale, CA 95425