

United Church of Chapel Hill

Position Description for the **Director of La Mesa Music**

Title of Position: Music Director for La Mesa

Summary and Purpose of Position

Under the supervision of La Mesa associate pastor, the Music Director for La Mesa leads the La Mesa Band in rehearsal and worship. The Music Director for La Mesa's primary objectives are to (1) organize, lead, and direct the La Mesa Band and (2) support the worship of the Church through music.

Qualifications

- *An accomplished musician with demonstrated ability to lead and coordinate rehearsals & worship services.*
- *Knowledge of and demonstrated competency and creativity in different music styles including Latino tunes.*
- *Experience working with vocal ensembles and contemporary arrangements, including leading music in a liturgical setting.*
- *Ability to identify and cultivate talent and skills of other musicians.*
- *Familiarity with operation of microphones and sound systems.*

Primary Responsibilities

A. Leader and Teacher

The Music Director for La Mesa will

- Direct rehearsals of the La Mesa Band on a weekly basis, giving direction on musical and stylistic considerations.
- Direct the instrument and vocal ensemble in worship each Sunday.
- Recruit and coach volunteer singers and instrumentalists as needed.
- Provide and/or create arrangements of songs for appropriate instruments as needed.
- Ensure set-up and functioning of sound system.

B. Worship

The Music Director, under the supervision of the Associate Pastor for La Mesa, will:

- Select music of appropriate style, length and skill level for the group.
 - Music choices will be based primarily on their purpose in the service, bearing in mind the theme of the service and the function within worship.
 - Submit a draft list of selections to the Associate Pastor for La Mesa to ensure appropriateness for worship and sufficient lead time.

C. Administration

The Music Director for La Mesa will:

- Meet regularly with the Associate Pastor to report planning and scheduling, and to advance teamwork.
- Communicate in a timely manner with the Associate Pastor by email or phone as needed between in-person meetings.
- Submit music selections to Communications Manager for the bulletin in a timely manner.
- Within the budget provided, order music and other equipment as needed.
- Communicate regularly with the La Mesa Band.
- Secure an appropriate sub for Sundays when they are not available.
- Provide annual report on the activities of the group.
- Attend occasional full music staff meetings.
- Meet all Safe Church and Racial Equity requirements.

D. Working relationships

- The Music Director for La Mesa reports directly to the Associate Pastor for La Mesa.

E. Accountability, Evaluation and Review

The Music Director for La Mesa is accountable directly to the Associate Pastor for La Mesa. This position is governed by UCCH's *Personnel Policy*. The Associate Pastor of La Mesa will evaluate the Music Director for La Mesa's performance annually. The Associate Pastor of La Mesa will report on the evaluation, and may choose to make related recommendations to the Senior Pastor.

F. HR Status & Work Schedule

This is a full year position and is compensated on a contract basis. The La Mesa music director will work an average of 8 hours per week year round, and will receive compensation of \$10,400 in monthly installments. The La Mesa music director is entitled to 4 weeks' vacation per year.