

## **Koloa Union Church**

### Position Description

**Job Title:** Director of Music

**Reports To:** Pastor

**Date Position Is Available:** April 1, 2016

### **Summary**

This position works with the pastor and Board of Deacons and reports directly to the 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. Duties are to be performed on, but not limited to, Sundays between the hours of 9 a.m. and noon. Choosing music, recruitment, rehearsals, performances and meetings may require time on other days.

Weddings, funerals, memorial services will require additional hours on various days of the week, as available. Pay for such services shall be in addition to the negotiated salary.

### **Compensation**

An annual salary of \$5,000-\$7,000 (negotiable, depending on experience and ability) is to be paid on the last day of the month.

### **Essential Duties and Responsibilities**

Choosing music and directing the church choir on Sunday mornings and occasional services during the year, such as Christmas Eve, Ash Wednesday, Maundy Thursday, etc.

Choosing music and directing special ensembles, such as children's choir, youth choir, bell choir, etc., for worship services and special occasions.

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

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

Weddings, funerals and memorial services, as available.

Other duties may be assigned.

**Supervisory Responsibilities:** This position supervises the accompanist.

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

**Musical Skills** – In consultation with the pastor, chooses music that is in line with the church's theology and worship styles; suggests hymns to the pastor, who typically chooses hymns for worship services; assures that hymns and other congregational singing is supported by instrumentalists and choir, as needed; directs the church choir and other ensembles; encourages and supports various kinds of music and musicians, including Hawaiian music, praise singing, and singing by children and youth.

**Interpersonal Skills** – Works effectively with the pastor, accompanist, volunteer musicians and others; 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; participates in meetings as needed.

**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; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Visionary Leadership** - Displays passion and optimism; 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; accepts feedback from others.

**Quality Management** - Demonstrates accuracy and thoroughness in musical presentations; keeps musical instruments tuned and in good appearance, especially the organ and pianos; keeps the music loft uncluttered and clean; looks for ways to improve and promote quality.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; 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 with integrity and ethically.

**Organizational Support** - Follows policies and procedures; supports organization's goals and values; supports affirmative action and respects diversity.

**Planning/Organizing** - Prioritizes and plans work activities; organizes music files and quickly finds music copies; 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; follows through on commitments.

Safety and Security - Observes safety and security procedures; uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; 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; remains open to new ideas while remaining committed to the church's vision and mission.

Initiative – Actively recruits musicians; quickly addresses issues and challenges; 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 will be looked upon favorably, but not required. Proven ability directing choirs and musical ensembles. Two years experience leading musical groups. An awareness of church music that is inspiring and fitting for specific occasions.

Language Skills - Ability to read and speak in English; ability to read and interpret music; ability to assist with Hawaiian language songs.

Other Qualifications - Must be able to work at services and meetings of organization 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 ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Although the church building is the primary place where music is rehearsed and performed, there will be other places where duties will be required.

**Personnel Information**

No employee benefits, such as pension, health insurance, vacation and sick leave pay, are included with this part-time position.

Vacation time is negotiable at the time of hiring and is without pay. 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 the employee will be evaluated for suitability for ongoing employment.

**Requirements To Apply**

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

- Application For Employment, provided by Kōloa Union Church.
- Three references, including names and contact information.
- *Although, not required, a resumé is highly recommended.*

All requirements are to be sent to:

Kōloa Union Church  
P.O. Box 536  
Kōloa, HI 96756

OR

kucofc@gmail.com

For more information on Kōloa Union Church, see [www.koloaunionchurch.org](http://www.koloaunionchurch.org).