

UU Congregation of Gwinnett
Part Time Choir Director Position Description
Fiscal Year 2017

Purpose: Ensure quality music for Sunday worship services and other congregational events and activities through collaboration with the minister, pianist, and volunteers in the congregation. The Choir Director reports directly to the Parish Minister. This is a quarter time position, averaging 10 hours per week.

Responsibilities:

- Rehearse the Covenant Choir (regular Sunday choir) weekly on Sunday mornings and possibly Tuesday evenings
- Direct Covenant Choir a minimum of 34 Sunday services per year
- Collaborate and coordinate with people in the congregation to develop additional musical offerings, e.g. youth choir, ensembles, instrumental groups, bands, etc.
- Encourage congregational singing and increased participation in the Covenant Choir and other musical offerings
- Provide support for up to 4 special worship services per year including Christmas Eve and Good Friday
- Arrange for musical needs related to social witness events and congregational activities
- Meet regularly with the worship leader to plan music programs for upcoming worship services and special events
- Communicate with minister, pianist, and volunteer leaders in areas of general planning and leadership of the music program in selecting music for worship and other events and activities
- Communicate regularly with members of the choir regarding rehearsal schedule, music selections, special events
- Collaborate with volunteer audio-visual technicians
- Work with Program Assistant to maintain music library and database
- Lead the choir or other music for member memorials and weddings as requested and with sufficient notice
- Maintain a professional membership with the UU Ministers Network and operate in accordance with the UUMN Code of Professional Conduct
- Attend the annual UU Musician's Network Conference in Virginia July 26-30, 2017

Qualifications:

- Minimum 6 months experience as a choral conductor
- Sufficient vocal and keyboard skills to accompany choir as needed
- Formal music education including music theory (music major/minor students encouraged to apply)
- Experience working with a variety of ages and musical skill sets
- Strong organizational skills, and experience with typical computer applications and technology
- Collaborative skills for working on a team in choosing instrumental and choral music for theme based worship
- Ability to incorporate a diversity of musical styles and genres into worship (gospel, folk, contemporary, rock, classical, etc.)
- Ability to organize, recruit and communicate with volunteers
- Supportive of Unitarian Universalist liberal religious principles and values

Annual Compensation:

\$7,450 - \$8,200 depending on experience.

This is a W-2 Non-Exempt Employee position; FICA, FIT, and SIT will be withheld, and the employer portion of FICA will be paid by UUCG. This position is not eligible for LTD, AD&D, UUA Retirement Fund, Overtime or Personal Time Off benefits. Compensation includes 10% for professional expenses, to include membership in the UU Musicians Network and attendance at the UUMN Annual Conference July 26-30, 2017.

How to Apply

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and resume – indicating “Choir Director Application” in the subject line – via e-mail to revtaddeo@uucg.org, by fax to 206-339-3922, or to Rev. Taddeo, UUCG, 12 Bethesda Church Road, Lawrenceville, GA 30044. E-mail submissions are preferred.

About the UU Congregation of Gwinnett

We are a member congregation of the Unitarian Universalist Association, a progressive religious denomination. Formed in 1981 in Gwinnett County, our congregation walks with curiosity, courage, and compassion towards a vision of a radically welcoming sanctuary in a green space, where we foster spiritual growth and joyfully nurture connections and community within our walls and beyond. We promote religious freedom, tolerance and social justice. We have approximately 150 members, with an average of 80 people of all ages participating in worship on Sunday mornings.