
EMPLOYEE POSITION DESCRIPTION

First Congregational Church of Bellingham
United Church of Christ

Minister of Music

First Congregational Church of Bellingham is 450 members and friends who claim the timeless worship and modern faith of the United Church of Christ (UCC). Music is a beating heart to our worship—with vocalists, instrumentalists, and enthusiasts of all ages, we strive to support our classical roots with music of various styles and expressions. We have a highly accomplished accompanist on our Kimball pipe organ (first dedicated in 1903 then rebuilt and enlarged) and our Steinway grand piano. An extensive music library ensures diversity as well as tradition. Candidates for this position must actively support our Open & Affirming statement, which includes all people regardless of sexual orientation or gender identity. Bellingham, WA is a vibrant, progressive university town set between the Puget Sound and the Cascade Range—ideal for life and recreation. Visit our website, www.fccb.net, to learn more.

PURPOSE:

The Minister of Music is responsible for planning, coordinating, and administering the music ministry of the church, including choirs and instrumental music for all ages. This position coordinates music efforts of other musical staff and volunteers; plans and develops the music program, strengthening established practices and introducing new music styles and opportunities.

ACCOUNTABILITY:

- The Minister of Music reports to the Lead Pastor and is accountable to the Church Council through the Personnel Committee.
- The Minister of Music works closely with the Pastoral Team, ensemble directors, Organist, Office Manager, and Board of Arts in Worship.
- As Head of Staff the Lead Pastor will coordinate an Annual Performance Review inviting participation of staff and church members who work closely with the Minister of Music.

RESPONSIBILITIES:

Worship Planning & Leadership

- Works with Pastors on planning music for Sunday worship; works with Lead Pastor to choose seasonal worship music
- Leads or coordinates the leadership of the congregation in music during worship
- Invites and incorporates musicians, vocal and instrumental, of all ages from the congregation and the community
- Coordinates music for special services (e.g.: holy days, memorials, ordinations); participates in all Easter, Advent, and Christmas Eve services

Coordinate Ensembles & Support Directors

- Coordinates when various ensembles (e.g.: Chancel Choir, Handbells, One Accord, soloists) participate in worship, holding in mind the theme/tone of the service
- Supports directors of ensembles and soloists as needed (e.g.: mentoring, music selection, inviting new participants)
- Supports the development of new opportunities for music, including children's choirs, periodic pick-up groups (e.g.: ukulele trio, bluegrass jam, youth orchestra), etc.

Direct Chancel Choir

- Directs Chancel Choir in practice and singing for worship weekly during the program year, choosing the repertoire in conjunction with worship themes
- Directs Chancel Choir in leading worship music (hymns, sung responses) each Sunday
- Chooses choral pieces that fit the worship theme/tone with theological and language understanding appropriate to progressive Christianity

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- Prepares one major choral work annually (e.g.: cantata)

Administration

- Meets regularly with Lead Pastor for worship preparation
- Attends Arts in Worship Board, including Amy Wolsdorf Fund meetings, as staff liaison
- Assists Lead Pastor in performance reviews of music staff
- Serves as a pastoral presence to participants in the music ministry and helps foster mutual care; communicates with the Pastoral Team about pastoral care concerns
- With the Arts in Worship Board, cares for the church's musical instruments (e.g.: organ, pianos, handbells)
- Supports the hiring process of music staff
- Honors all staff members as colleagues, affirming each person's gifts, forgiving each person's faults, and modeling the Gospel in order to work in partnership in ministry

Personal Responsibility

- Willingness to seek music expressing progressive Christian theology and inclusive/expansive language
- Willingness to support teamwork, collaboration, and a collegial approach to work
- Welcoming manner toward all people without regard to race, gender, sexual orientation, gender identity, country of origin, religion, socioeconomic status

QUALIFICATIONS:

Preferred

- Experience directing and coordinating a church music ministry
- Experience in the performance and selection of church music which reflects a broad variety of musical periods and styles
- Bachelor's degree in Music
- 4+ years experience directing a choral group of diverse abilities
- Knowledge of progressive Christian choral music and the liturgical year

Bonus

- Knowledge of community musicians as resources for congregation

TERMS OF EMPLOYMENT:

- The Employee Policy Handbook contains detailed information on terms of employment
- A Letter of Agreement (LOA) for the position will specify the work hours and the compensation for the position
- Final candidate will have a 90-day probationary period
- Hire is contingent on a background check (see Employment Policy Handbook for details)
- Employment of all employees with the church is at will

hours, salary, benefits:

17 hours/week, 52 weeks/year (hours flexible throughout year)

\$25,000+/year DOE

2 weeks paid vacation (FTE) to start

1 week paid continuing education (FTE) annually

\$500 continuing education expenses annually

To apply: Please send cover letter, résumé, 3 telephone references, and the attached application form to MusicSearchFCCB@gmail.com. Application review date July 22; desired start date September 1; position open until filled.

2401 Cornwall Avenue, Bellingham WA 98225
 (360) 734-3720

EMPLOYMENT APPLICATION

Position applying for:

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Telephone (Day)	(Evening)	Email address

Are you legally eligible to work in the U.S.? Yes No
Note: All employment offers are contingent upon proof of eligibility to work in the U.S.

Are you available to work: Full-time Part-time Temporary
 Please list the hours and days of the week you are available?

Have you been convicted of a felony or released from prison within the last ten (10) years? Yes No
Note: Please explain fully any convictions on a separate sheet of paper. Each case is considered individually. A conviction will not necessarily preclude you from employment; however, failure to disclose convictions can disqualify you from employment.

Have you ever been dismissed, discharged, fired or asked to resign from a position? Yes No
 If yes, please explain.

Education			
Type of School	School & Location	Circle Years Completed	Degree/Certificate
High School		9 th 10 th 11 th 12 th GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

License/Registration/Certificate

Description	State	Number	Expiration

Work History

List experience which relates to this position. *Begin with your most recent experience.* List all jobs separately and identify gaps in employment. Résumés may be attached. Please provide any information not included in your résumé.

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:	

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:	

FROM: / /	TITLE:	EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:	

Work History, continued

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:	

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
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HOURS / WEEK:		ADDRESS:
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ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:	

ADDITIONAL EXPERIENCE (volunteer, internship, etc.): _____

I hereby certify that all statements made in this application and accompanying materials are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment. I hereby authorize First Congregational Church of Bellingham (FCCB) to solicit and receive information from my past employers and other references. I authorize both my present and all former employers to release information contained in my personnel files and other related information regarding my employment. I willingly, knowingly, and voluntarily agree to hold harmless and agree to waive any and all legal claims against FCCB for such inquiries and any individual providing employment information. Finally, I acknowledge that my employment is at-will, which means that either the employee or the congregation is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.

SIGNATURE: _____ **DATE:** _____

(SIGNATURE REQUIRED FOR APPLICATION TO BE COMPLETE)