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Rev. Anthony Jenkins, Minister
Rev. Diane Teichert, Minister Emerita
Rev. Karen Scrivo, Affiliated Minister for Social Justice
Jeannette Jackson, Church Administrator

Sharon Werth, Director of Chalice Dancers
Amelia Peele, Interim Music Leader
Francesco Berrett, Interim Pianist
Audrey Dixon, Tech Support Specialist

Job Description

Director of Music Ministry Paint Branch Unitarian Universalist Church

Reports to: Minister

Effective: _____

Directly Supervises: Pianist, Guest musicians, Substitute pianists

Status: 15 hours/week

FLSA: Non-Exempt

Base Salary: \$22,800 (+ expenses and benefits package up to \$7,541.20)

Job Summary

Envision and shape the congregation's musical landscape, fostering a culture of creativity, inspiration, and collaboration. As an integral member of the senior staff, you will collaborate closely with the ministerial team, other staff, lay leaders, and musicians to curate meaningful worship experiences that engage hearts and minds, elevate spirits, and nurture community.

Essential Functions

Provide opportunities for the community to explore and engage with music as an expression of Unitarian Universalist mission and values by serving as the following:

- **Program Director:** Develop and oversee music ministry at PBUUC. Cultivate an inclusive music ministry that encourages participation and contribution from individuals of all ages, backgrounds, and abilities. Organize ensembles and performances for Sunday services & special events. Coordinate the appropriate licenses/ permissions/ copyright compliance for music used in worship. Provide oversight for volunteer and paid musicians from outside the congregation. Facilitate the recruitment, mentorship, and support of volunteer musicians, artists, and performers, fostering an environment of growth and excellence. Responsible for budget management, resource allocation, instrument maintenance, music library organization, and ensuring efficient program operations while upholding principles of responsible stewardship.

- **Music Leader:** Lead and direct music ministry. Conduct rehearsals for choirs, instrumentalists, or bands, whether established or newly formed. Ensure that every worship service has a song leader for hymns. Stay abreast of the latest trends and best practices in music ministry through active engagement in professional development activities and networking with peers in the field.

- **Collaborative Leadership Team Member:** Collaborate with the ministerial team to design and implement multigenerational, multicultural worship services and programs that seamlessly integrate music and the arts to convey spiritual themes and foster community connection. Serve as a liaison between the congregation and the larger musical community, forging relationships within and beyond the congregation to enrich multicultural and spiritual experiences through collaborative ventures. Affirm and support different racial identities, gender identities, sexual orientations, differing abilities and other gifts present in our congregation, and engage in the ongoing work of dismantling systems of oppression of marginalized groups.

- **Personal Attendance at Sunday Services:** This position is a 12 month position. The Director of Music Ministry is expected to lead a choral performance twice a month September through June, and have one Sunday off per month. The leave policy is for 4 weeks of leave per year. The Director of Music Ministry is responsible for organizing music for the Sundays they are not at the church.

Other Responsibilities

- Meet regularly with the minister and other staff; meet as needed with the worship team.

- As requested, plan for, coordinate and provide music for other PBUUC events, such as weddings of members, memorial services of members, and fundraising events. The Director of Music Ministry will be given first right of refusal for non-member events.

- Maintain professional membership with the Association of Unitarian Universalist Music Ministries and adhere to the Code of Professional Conduct as outlined by the AUUMM. Participate in regional AUUMM programs and meetings, where possible and funded.

Qualifications

- Strong leadership, communication, and interpersonal skills, with the ability to inspire and motivate volunteers and congregants.

- Experience in music and/or arts ministry, with proficiency in conducting vocal/instrumental performance, and/or other artistic fields.

- Solid grounding in music and/or the arts with experience reflecting the richness of our multicultural and pluralistic society.

- Flexibility, creativity, and adaptability to work in a diverse and ever-changing environment.

- Willingness to uphold Unitarian Universalist principles and values, coupled with a dedication to nurturing an inclusive and hospitable religious community. An eagerness to deepen comprehension of the importance of music in worship and Unitarian Universalist liturgical theology and practices.
- Bachelor's in music, music education, or relevant artistic experience.

Physical Requirements and Working Conditions

- Must have the physical abilities to teach, lead and direct musicians during rehearsal and worship services.
- Able to move freely in and out of the accessible areas of the church campus.

Core Competencies

- **Mission Ownership** Demonstrates understanding and full support of the mission and values of the congregation; consistently behaves in a manner congruent with the mission and values of the Paint Branch Unitarian Universalist Church.
- **Team Orientation** Collaborates effectively; promotes group goals ahead of personal agendas; assists others as appropriate; shares credit for success with others; follows through on commitments; demonstrates personal accountability in all situations.
- **Attention to Detail** Well organized; keeps the larger picture in mind while consistently attending to the many small pieces which must be assembled into an organized whole; resolves unanswered questions needed to address a problem; tending to the smallest of details.
- **Interpersonal Skills** Establishes good working relationships with others; works well with supervisor, staff, volunteers, hired musicians, and congregants (adults and children); builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles; deals with problems and conflict directly.
- **Personal Resilience** Able to effectively cope with change, uncertainty and frustration; maintains enthusiasm and flexibility; able to decide and act without always having the total picture; able to maintain poise in challenging situations.
- **Musical Skills** Brings creativity and technical skill to the selection and performance of music in a congregational setting.