



United Methodist Church of Westport and Weston

49 Weston Road • Westport, Connecticut 06880

Rev. Heather A. M. Sinclair
Pastor

March 18, 2022

Director of Music and Community Engagement

The United Methodist Church of Westport and Weston (UMCWW) seeks a dynamic and versatile person to lead the music program and act as outreach coordinator for the church. The goal of this position is to enhance the music program of the church while building relationship between the congregation and the surrounding community through music.

The United Methodist Church is a worldwide, mainline Protestant denomination. We strive to share God's love by creating safe places where all are accepted and welcomed, connecting the needs of people to the presence of God, and transforming the world through Christ.

Position

UMCWW is seeking a part-time Director of Music and Community Engagement. This person will work closely with the Pastor to create and grow an engaging and inspiring music program to lead the worshipping congregation in a wide range of music from contemporary to traditional, including praise band, bells, choir, and other creative opportunities, yet to be discovered.

Responsibilities

As Director of Music:

- Collaborate with the Pastor and Worship committee on the seasonal worship program and music for weekly worship services.
- Leading rehearsals for in-church musical groups, including choir and small groups.
- Plan and schedule Special Music for the summer, Sundays off and special occasions
- Provide week to week oversight of the accompanist, including liaising to confirm music choices, ensuring the quality of music performance is at an appropriate level, and selecting candidates to fill the position.
- Coordinate with the A/V Technician regarding livestream and video recording of worship and music.
- Provide titles, composers and copyright license information for all weekly worship music on schedule agreed to with the Pastor and Administrative Assistant. Ensure that licensing subscriptions are up-to-date.
- Submit music expenses to bookkeeper on a regular basis and budgets to Finance Committee annually.
- Maintain communication with the congregation to discern their gifts for music and encourage involvement in new and existing music ministries.
- Provide updated information for publicity, social media and the Music Area of the church website.
- Oversee maintenance of the organ and arrange for the sanctuary piano to be tuned at least twice annually. Provide continue care of music equipment, including robes and bells.
- Develop goals for the long-term music and outreach ministries.

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As Director of Community Engagement:

- Coordinate efforts with community partners, especially in music, to identify and meet the needs of people of all ages in the community.
- Work with Pastor, Church Council and church leadership to develop relationships with community organizations; plan and promote events which engage the community and the congregation.

Hours and Salary

10-12 hours per week including rehearsals, Sunday mornings and bi-weekly meetings with the Pastor. Hours may be more during the seasons of Christmas and Easter and less during the summer months.

Two weeks of paid vacation, plus an additional two Sundays may be taken in consultation with the Pastor. The Music Director is responsible for ensuring substitute musicians are identified to cover absences.

Salary commensurate with experience.