

## **SUMH Music Director Position Description 2024**

The Somesville Union Meeting House (SUMH) Music Director position calls for coordination, cooperation, and communication with those both within and outside of the congregation with whom they collaborate and interact to make music a meaningful part of worship and church life. The Music Director works directly with the Minister and Board of Deacons & Spiritual Life, who will support the Music Director in general planning and leadership of the church's music programs. The Music Director will serve as an *ex-officio* member of the Board of Deacons & Spiritual Life.

The Music Director will provide music and musical leadership for regular Sunday morning worship and special seasonal or other worship services, such as Lent and Advent, according to the church calendar, e.g., Ash Wednesday, Maundy Thursday, Christmas Eve.

The Music Director will direct the adult choir, scheduling regular and special rehearsals. They will select and order choral music and provide copies to choir members. They are responsible for the ongoing recruitment of new members to the adult choir.

The Music Director will coordinate other musical ensembles and musicians, such as the Acadia Handbell Choir, and other instrumental or vocal groups. Throughout the year, they will arrange the participation of occasional special music into worship by congregation members and friends or by guests. They will be responsible for engaging substitute and visiting musicians as needed, authorizing their payment by the Church Treasurer. The Music Director will schedule all musical events held at the church, in conjunction with the Minister and the Trustees, who must approve all non-church related musical events. Other musicians who desire to use the church's musical instruments for any reason must have the permission of the Musical Director.

The Music Director will develop and maintain the music library. They will maintain, at church expense, a suitable number of copies of musical pieces to enable performance. The Music Director will not engage in unauthorized duplication of copyrighted materials.

The Music Director will help maintain the musical instruments of the congregation, especially the organ and sanctuary piano. They will report to the Trustees regarding the condition and maintenance schedule of all musical equipment and will communicate clearly and promptly any concerns that may arise.

The Music Director is responsible for the administration and expenditure of the music budget. They will collaborate with the Board of Deacons & Spiritual Life and the Treasurer

In establishing and maintaining the music budget and will account for all music budget expenditures. The Music Director will provide a written summary report to be included in the Annual Report to the congregation.

The Music Director will report to the Minister on all job responsibilities, schedule, vacation, and compensation matters. They will secure substitute musicians to cover vacations or other absences from worship services. The Minister will advise the Board of Deacons & Spiritual Life about these matters.

The Music Director shall have the privilege of free use of church facilities for private music lessons and recitals, upon scheduling building use with the Trustees. The Music Director will coordinate with the Minister to avoid scheduling conflicts with church activities.

### Weddings

The Music Director, if available, shall perform at all weddings held in the sanctuary requiring organ or piano music. They will consult with the Minister regarding substitute or additional musicians. If the wedding party requests the participation of another musician, permission will not be unreasonably withheld. The Officiant and the wedding party will set the date and time. The wedding party will contact the Music Director to discuss honoraria, music, and rehearsal schedule. The honorarium for such service shall meet the current minimum set in SUMH Wedding Guidelines.

### Funerals/Memorial Services

The Music Director, if available, shall provide music for funerals/memorial services held in the sanctuary. The honorarium for such service shall meet the current minimum set in SUMH Funeral Guidelines, payable by the third party (family/friend of the deceased) directly to the Music Director, prior to the funeral/memorial service, unless other prior arrangements have been made with the funeral home. If the family requests another musician, permission should not be unreasonably withheld.