

Job Description: Interim Choir Director First Unitarian Society of Denver

January through May, 2025,
with the possibility of becoming permanent.

- Reports to:** Minister
- Status:** Part-time, non-exempt, approximately 14 hours/week, 20 – 22 Sundays over 5 months, 1 Community Music Event, approximately 20 weekly choir rehearsals, January through May.
- Compensation:** \$31.50/hr. paid every other week.
- Date of Posting:** December 10, 2024
- Application Deadline:** Until position is filled. Preferred start date is early January.

Job Summary: The Choir Director will provide dynamic leadership and oversight to the adult choir (20 – 26 members) of First Unitarian Society of Denver, a thriving Unitarian Universalist (UU) congregation, and provide administrative support to the music program. Ideally, the Choir Director will be an energetic, creative, initiative-taking, and flexible team player.

Essential Functions:

- ❖ Lead the choir, including directing, coaching, and coordinating voices.
- ❖ Choose music that embraces religious, human, and musical diversity while striving for artistic excellence.
- ❖ Choose a variety of choral music, both challenging and approachable, for our volunteer adult choir.
- ❖ Work in creative partnership with the Music Director, selecting choral and other music for services.
- ❖ Conduct the choir at Sunday services twice monthly.
- ❖ Dynamically lead congregational singing on Sunday mornings, or arrange for a choir member to lead hymns. We are aiming for participatory, enthusiastic, and musical congregational singing.
- ❖ Recruit and orient new choir members, create a welcoming, joyful environment, and nurture a love of music, singing, and community.
- ❖ Foster individual connections with choir members, schedule workshops or arrange assistance for those that may need extra help.
- ❖ List choir selections on the FUSD staff's online Worship Planning spreadsheet.
- ❖ Purchase choir music and notebooks / supplies; submit receipts for reimbursement.
- ❖ Communicate promptly with staff members, lay leaders and choir members.

Essential Functions Shared with Music Director:

- ❖ Support Music Director in managing the overall schedule, music budget, music licensing, music library, and collaborating with other ministry groups within the church.
- ❖ Communicate with congregation leaders (staff, committee chairs) to coordinate music for special events.
- ❖ Attend weekly staff meetings as possible or necessary, monthly Music Committee meetings, and meetings with the Music Director as needed.
- ❖ Attend Colorado UU Music Leader's meetings as possible (approximately every other month).

- ❖ Coordinate and manage music schedule to ensure coverage for Sundays, holidays, and special services when Music Director is unable or unavailable.
- ❖ Recruit, equip, motivate, and supervise volunteer and professional guest musicians.
- ❖ Collaborate and plan with worship leaders and staff to select music and integrate music selections with sermons and other elements of worship services.
- ❖ Assist Music Director in designing and leading one Music Sunday service per year.
- ❖ Collaborate with Director of Religious Exploration, in partnership with Music Director, to design and lead one Intergenerational Music Service per year.
- ❖ Participate in community music events (ReUUnion, Solstice Eve) including leading congregational singing, selecting music, recruiting guest musicians, and promoting events.
- ❖ Communicate about the music program and special events via Facebook, website, First Announce, and weekly choir email updates.
- ❖ Coordinate with other UU Music Directors to plan and coordinate joint services or concerts.
- ❖ Work with Music Committee to organize and promote concerts and community music events, hire new music staff, and oversee administrative needs of the music program.
- ❖ Recruit new choir members and promote participation by church members in our music program.
- ❖ Oversee and maintain the choir music library.
- ❖ Help Music Director manage copyright requirements and licenses, in collaboration with FUSD staff.
- ❖ Attend Association of UU Musicians Ministries (AUUMM) conference or engage in other appropriate professional development opportunities.
- ❖ Enrich the community and worship life of our congregation through spiritual music making.
- ❖ Assist with tech support for music selections and worship services.

Qualifications & Core Competencies:

- ❖ Experience in choral directing and vocal coaching; thorough knowledge of choral music from a variety of genres and cultural traditions.
- ❖ Seasoned musicianship; experience as a performer, leader, singer, and/or conductor; ability to teach music with patience and to empower volunteer musicians to grow musically.
- ❖ Strong interpersonal skills, warmth, and personal presence; computer skills and comfort with Google Documents; a collaborative, reliable, inclusive work style that embraces diversity.
- ❖ Respect for the Unitarian Universalist faith tradition (see next page).

Employment with First Unitarian Society of Denver (FUSD) is considered at-will. Employees have the right to end their work relationship with FUSD without advance notice for any reason. FUSD retains the same right.

Choir Director First Unitarian Society of Denver

About Our Church: First Unitarian Society of Denver is a member of the [Unitarian Universalist Association](#) and a [Welcoming Congregation](#). Our historic urban church building is located in Denver's Capitol Hill neighborhood. We are approximately 340 adult members and 40 children, with total approximate attendance of 200 people each Sunday. Our congregation is involved in many justice initiatives, we have a thriving Religious Exploration program, and music is highly valued by our members. Please read more about our congregation at www.fusden.org.

At First Unitarian, we expect to develop and nurture the following **Core Competencies** in partnership with all employees.

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of First Unitarian Society of Denver. Can teach and model those values to others.
- **Spiritual Maturity:** Demonstrates sensitivity to the needs of others while modeling appropriate and healthy boundaries. Shows evidence of a spiritual life. Is able to coach, mentor, and connect with individuals and families in ways that deepen and empower.
- **Knowledge of Unitarian Universalism:** Able to discuss and share information about Unitarian Universalist history, theology, polity, and practice.
- **Interpersonal Skills:** Demonstrates the ability to lead. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Management Skills:** Understands his/her leadership style and temperament type and adapts behavior to meet the needs of the situation. Does, delegates, or empowers, as appropriate. Marshals resources (people, funding, material, support) to get things done.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Able to match people with appropriate tasks as needed or assigned.

Our Mission: Joining hands and voices for justice and peace, we inspire lives of joy and spiritual integrity, growing an inclusive community of courage and caring.

Our Vision: Community is inspired. Justice is realized. Diversity is celebrated. Souls are grown in love and service.