



**DIRECTOR OF MUSIC/ORGANIST  
FIRST CHURCH OF CHRIST IN HARTFORD (CENTER CHURCH)**

**JOB DESCRIPTION**

**Purpose of Position:**

To lead Center Church in its music ministry within the life of the congregation and in the wider community.

**Hours:** 20-25 per week (or as selected)

**Supervisor:** The Minister is the immediate supervisor for the Director of Music/Organist.

**Duties and Responsibilities:**

- The Director will be in ongoing relationship with the Music Committee and the Board of Deacons.
- The Director is responsible for the overall conception, coordination, supervision, and implementation of the musical life of the church in accordance with the church's sense of worship, ministry, and mission.
- The Director will provide music for all services and celebrations of and in the church, including Sunday morning and special services of worship and all weddings and funerals held in the church\*, as well as arrange for a substitute musician when unable to perform.
- The Director will collaborate with the Minister(s) and the Director of Faith Formation to choose worship music.
- The Director will manage the choir, including hiring and supervising the professional section leaders and administering the Warburton Choral Scholars program, and arrange for volunteers and professionals (instrumentalists, supplemental singers) as necessary for the achievement of the church's musical goals. Record all paid singers for correct reimbursement of services/rehearsals. The Director will, as called upon, consult with other program areas relative to musical endeavors.
- The Director will attend and participate in weekly staff meetings. The Director is responsible for reporting the ministry efforts of the Music department to the congregation through articles in the newsletter.
- The Director will maintain and steward all instruments owned by the church, the music library, and all other needs for a successful music program.
- The Director will keep accurate records of income and expenses, as well as prepare annual budgets in consultation with the Music Committee, the Board of Deacons, and the Trustees of the Warburton Chapel for the creation of the annual operating budget of the church.
- The Director will assist the Music Committee as needed.
- The Director will be available to work with other musical outreach initiatives.
- The Director will collaborate with the Minister(s) to bring a wide variety of musical cultures, genres, styles, and periods to worship services. Seek out counsel with lead pastor in all matters musical and creative.

Director of Music Job Description

Center Church, Hartford

Page Two of Two

- Understand the pastor's goals and perceptions to support a healthy working relationship with trust and honesty on all levels.
- The Director should be able to discern and integrate the musical styles preferred by the Greater Hartford communities and bring those styles into worship and special programs on a consistent and regular basis.
- Maintain properly-indexed choral, solo, and instrumental libraries for efficient access. Record all new acquisitions/retain work product on computer network, which remain as property of the church.
- The Director should use and encourage congregation members and friends to offer their talents in the musical worship and activities of the church.

Skills and Requirements:

- Bachelors in Music for adequate organ playing and broad church music skills, with particular attention to congregational hymn playing, appropriate voluntary repertoire for Protestant churches, transposition, sight reading, anthem and solo accompaniment, and improvisational abilities that bring a measure of finesse to a Protestant service.
- Choral conducting abilities for adults and children, with appropriate literature for volunteers choirs in several languages, including Latin. Knowledge of children's choral literature to determine age-appropriate material as needed.
- Audition all Warburton Choral Scholars and Section Leaders/ Soloists.
- Excellent time management and preparation in planning service music in advance so all parties are comfortable with the music director's goals, ensuring enough time for excellent results.
- Estimated work time divided as follows:
  - Practice time, 30-40%
  - Long-range planning, 20%
  - Weekly planning, 20%
  - Physical space preparation and arrangements, 15%
  - Library work, 15%.

Interpersonal Skills:

- Interpersonal skills should be attractive to both musicians and lay members to collectively serve all members and friends of the church with sensibility and caring, not only through music, but by your relationship to your musical organizations and support group.
- Display servant leadership in committee meetings, whereby the actions and discussions move forward the established goals of the entire church.
- Incorporate a professional demeanor with keeping your position one of honest reflection and faith.

No phone calls, please. Apply to:

Marie Ferrantino

Church Administrator

The First Church of Christ in Hartford

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[mferrantino@cchartford.org](mailto:mferrantino@cchartford.org)

[www.centerchurchhartford.org](http://www.centerchurchhartford.org)

*\* In accordance with Terms of Call, wedding, and funeral policies.*