

## **JOB DESCRIPTION**

Beneficent Congregational Church is a vibrant, progressive church in downtown Providence. We are rich in tradition and driven by a commitment to community service and social justice. Our congregation is racially, culturally, and socio-economically diverse and includes the full spectrum of sexual orientation and gender identity and expression. We believe we can best live into our mission as a Christ-centered church by embracing the beloved community within and around us.

### **POSITION TITLE: Minister of Music**

**SCOPE OF POSITION:** The Minister of Music envisions, plans, coordinates, and leads the church's music programs and advocates for the foundational and transformative role of music in worship and in congregational life. The Minister of Music is a full partner in the spiritual formation of our congregation, alongside the Ordained Ministers and the Director of Christian Education. The Minister of Music reports to the Senior Minister and works cooperatively with the staff team.

### **ESSENTIAL FUNCTIONS**

- Select and provide musical direction for instrumental, choral and/or solo vocal music for the Sunday worship service, and for Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve and other occasions as available.
- Provide spiritual leadership and pastoral support for the adult choir.
- Lead choir rehearsals as needed; rehearsal schedule to be determined in consultation with the choir and church calendar.
- Work with worship-leadership team to plan weekly services, including using Google drive to post for weekly music selections.
- Comply with copyright usage requirements by reporting performances to the three agencies with whom we have copyright licenses.
- Coordinate the youth music education program, including the summer music camp.
- Hire and supervise instrumental and vocal soloists/ensemblists, music educators for the youth music program and technical staff for live-streaming of worship service. Long-term employees are hired in cooperation with the Personnel Committee.
- Oversee instrumental music and congregational singing for wedding and funeral services held within the church, and provide such services as available.
- Develop and manage an annual budget for the music ministry.

- Oversee the purchase of all musical scores, instruments, equipment (including electronic equipment), supplies, and licenses that ensure copyright compliance.
- Arrange for the tuning, maintenance and repair of all church musical instruments, including organs and pianos; keep electronic equipment in good working order.
- Participate in weekly staff meetings, and in monthly Board of Deacons' meetings, submitting a written report for the latter. Submit a written report for the Annual Meeting in June.

## **QUALIFICATIONS AND CORE COMPETENCIES**

- Bachelor's degree in music or commensurate level of accomplishment.
- Expertise in sacred music and experience leading a music program in a congregational setting.
- Able to sight-read music, direct the choir and instrumentalists, and coach vocalists.
- Spiritually mature and capable of providing pastoral leadership within the music ministry.
- Strong interpersonal and team-building skills; able to model clear communication and transparent decision-making process.
- Able to adapt to changing needs and circumstances on short notice; able to improvise and respond to musical requests.
- Familiar with the technical requirements of in-person, virtual and hybrid worship (including electronic equipment and broadcast platforms).
- CPR and basic first aid certification or willingness to be certified (at church's expense).
- Willingness to support the Beneficent Mission and to abide by the Beneficent Safe Space Policies and Procedures and the Beneficent Relational Covenant.

**POSITION DETAILS:** This is a part-time position for twenty (20) hours per week. Work hours are to be flexed to accommodate the ebb and flow of seasonal demands.

*Beneficent Church provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity and expression, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training or any other characteristic protected by federal, state, or local laws.*