

Emmanuel United Church of Christ

124 Broadway • Hanover PA 17331
717-632-8281 • office@eucchanover.org

Rev. Kenneth D. Peterkin, Pastor



OPEN POSITION: DIRECTOR OF MUSIC

Emmanuel United Church of Christ congregation was founded in 1765 in Hanover, Pa., and we worship in a building constructed in 1904. We have established a strong tradition of music ministry which includes an adult choir, bell choir, children's choir, periodic ensembles, small groups and special music.

Emmanuel is seeking a Director of Music. The general duties include direction of all choirs in cooperation with the Pastor. The Director of Music will help plan worship with a flexible approach and demonstrate a willingness to endorse a variety of musical styles. The Director of Music should demonstrate competence in directing various choirs and handbells for traditional choral music. The Director of Music will demonstrate competence as an organist and keyboard accompanist. Great value would be placed on a Director that demonstrates a creative and unique approach, perhaps with alternative instruments, endorsing a music ministry to serve a multicultural and diversified community.

We anticipate the required hours are 20-24 hours per week. We welcome applicants of every gender, sexual orientation, gender identity and expression, age, race, ethnic origin, disability, or political affiliation. Emmanuel is an Open and Affirming congregation.

GENERAL JOB DESCRIPTION for DIRECTOR OF MUSIC

- The Director of Music is a part-time permanent salaried position with a direct report to the Pastor.
- The Director of Music will work with the Worship and Music Committee and the Consistory in conjunction with the Pastor according to the governing Bylaws of the United Church of Christ.
- The Director of Music will promote and maintain a program accessible to the church members and outside guests.
- The program will facilitate and support worship services at Emmanuel United Church of Christ, 124 Broadway, Hanover, PA 17331.

ESSENTIAL FUNCTIONS for DIRECTOR OF MUSIC

- Approves all musicians invited to play church-owned instruments.
- Will aid in securing a substitute organist/accompanist for any absences.
- Meets with the Worship and Music Committee monthly.
- Serves as resource person to the Christian Education Committee.
- Assists Worship and Music Committee to establish an annual budget for music ministry.

- Reports to the Consistory on the condition and need for maintenance of EUCC's musical instruments. Recommends any necessary repairs.
- Purchases all music and supplies for the choirs within the approved budget.
- Engages the choir for selected special fundraisers and events requested by the Pastor.
- Promotes special choirs, ensembles, and soloists for special music.
- Encourages enthusiasm and growth for the church's music ministry.
- Supervises maintenance and storage of choir robes, handbells, and other equipment.
- Maintains the music library and complies with copyright regulations.
- Works with the Pastor to choose hymns, anthems in monthly staff meeting.

ESSENTIAL FUNCTIONS for DIRECTING AND ACCOMPANING CHOIRS

- Direct Chancel Choir weekly for rehearsals and services September through May.
- Direct Bell Choir weekly for rehearsals and services September through May.
- Direct Children's Choir weekly for rehearsals September through May.
- Arrange for Special Music, Solos, and Small Groups weekly June Through August.
- Manage Other Special Music, Carol Sing, Instrumentalists and Guest Musicians.
- Provide Keyboard Accompaniment for Choirs and Soloists as appropriate.
- Provide Organ Music for Hymns, Preludes, Offertory and Postludes September through May.

DIRECTOR OF MUSIC EMMANUEL CONCERT SERIES

- Hire and Manage Professional Musicians, Groups and Ensembles for Special Concerts.
- Concerts will be on Sunday Afternoons Four Times Annually September through May.

THE INSTRUMENTS AT EMMANUEL

- The centerpiece of music within our beautiful historic sanctuary is our magnificent E.F. Skinner Pipe Organ (Opus 826, 1930) completely rebuilt in 2012 by the Peragallo Pipe Organ Company, featuring 51 ranks (all pipes), 5 divisions, 4 manuals, 51 stops and 42 registers. (256 memories with 14 generals on each)
- 2010 Yamaha CVP 509 Clavinova
- Kimball Viennese 6' 7" Grand Piano
- Various rehearsal Pianos
- Sound Mixing and Recording equipment

QUALIFICATIONS

- Experience as an organist, pianist, and accompanist, preferably in a church setting.
- Ability to plan and direct rehearsal needs for the music program.
- Maintenance of the health status necessary to perform essential functions.
- Demonstrates cooperative attitude towards church staff and congregation.
- Encourages enthusiasm for participation in the church's music ministry.
- Complete the required Safety Training and background check.

COMPENSATION AND BENEFITS PROVIDED TO THE DIRECTOR OF MUSIC

Salary.....\$ 38,500/Annually

Paid Bi-monthly before taxes or mandatory withholding.

Benefits prorated based on 12 months employment, adjusted for starting date.

Vacation Mutually Agreed Upon with Management.....4 Weeks with Pay/Annually

Sick Day Benefit.....4 Sundays with Pay/Annually

Family Leave.....2 Weeks with Pay/Annually

Continuing Education Leave.....1 Sunday with Pay and \$1200 Travel Expense/Annually

Professional Organization Membership Dues..... Up to \$500/Annually

PLEASE SUBMIT A COVER LETTER AND RESUME BEFORE AUGUST 15, 2023, TO:

office@ucchanover.org