JOB TITLE: CHURCH MUSICIAN

The Church Musician will have the following duties and responsibilities:

1. Select and prepare appropriate repertoire and provide keyboard music for prelude, postlude, offertory, hymns, and direct the choir at the services regularly scheduled on Sundays at 10:00 a.m. (choir season approximately coinciding with school year).
2. Provide keyboard music for the following additional services during the year: Christmas Eve, Maundy Thursday.
3. Responsible for the leadership of the choirs: adult and youth (for up to two Sundays, to be determined).
4. Rehearse with the choir during its season on Sunday mornings prior to service and for a minimum of 10 other rehearsals per year (typically Thursday evening).
5. Cooperate with the clergy and Deacons in the area of general planning and leadership of the church's music program. Be directly responsible to Pastor. Prepare for and attend Deacons’ meetings as needed for seasonal planning.
6. Be responsible for the purchase of all necessary music and music supplies and the hiring of instrumental and vocal soloists. Maintain existing music library with assistance of a music committee volunteer. Expenditures in this area shall not exceed the amount provided in the church budget.
7. Coordinate with soloists and small ensembles, including musical talents from within the congregation, during choir vacations.
8. Report to the property committee the condition and needs for the maintenance of the organ, pianos, and other instruments.

In consideration of the foregoing, First Congregational Church in Thetford, UCC agrees to the following obligations and responsibilities:

1. The clergy and/or appropriate committees of the church will cooperate with the Church Musician in the area of general planning and leadership of the church's music program.
2. The Church Musician will be granted vacation, with full salary of two weeks annually. The church is responsible for obtaining substitute musicians to cover vacation periods; assistance may be requested of the Church Musician.
3. The church will provide funding for the maintenance and proper care of the church's musical instruments. The amount of which shall be reviewed annually at the time of the preparation of the church budget.
4. Guest organists and recitalists shall not be engaged to perform musician functions without prior
approval by the Church Musician.

6. The charge and conditions for use of the facilities of the church for teaching where a fee or donation is requested on the part of the participants will be described through the building use agreement form or a special building use contract, depending on the nature of the instructional program. The conditions and charges for these uses will be developed with special consideration for the role the Church Musician plays in promoting musical programs at the Church, and the high value these programs have to the Church.

7. The Church Musician is eligible for 2 days of paid sick leave per year. Unpaid leave may be granted on an as-needed basis.

8. The church will grant the Church Musician a minimum of $250.00 annually for all expenses (registration, housing, food, and travel) of attending music conferences, conventions, and workshops or other professional development.

9. The Church Musician shall have right of first refusal for all funeral/memorial and wedding services requiring keyboard music held in the church. If another musician is requested, permission by the Church Musician should not be unreasonably withheld.

10. The personnel committee will conduct an annual performance review. The Church Musician will be given a copy of the review in writing and will be given the opportunity to respond.