



# WHITE BEAR UNITARIAN UNIVERSALIST CHURCH

328 Maple Street, Mahtomedi, Minnesota 55115 • 651.426.2369 • [www.wbuuc.org](http://www.wbuuc.org)

## Employment Opportunity | Director of Music Ministries

White Bear Unitarian Universalist Church (WBUUC)

Mahtomedi, Minnesota

Position open beginning August 1, 2024, with flexibility on start date

Applications accepted through March 31, 2024

Please send a cover letter, and resume including three (3) references, to [WBUUC.music@gmail.com](mailto:WBUUC.music@gmail.com)

### About us:

White Bear Unitarian Universalist Church (WBUUC) is a loving, committed, and welcoming congregation that embraces the search for truth as we seek to grow our souls and serve the world. Our covenant to help one another guides our ongoing efforts to deepen our understanding of critical current issues, including gender identity, racism, white privilege, and the complex dynamics of politics and our economy.

Our worship services are core to our culture. We value sermons, music, readings, and cohesive Sunday services that are inspiring, deeply felt, and personal—experiences that speak to the head, heart, and spirit. We truly value pluralism. Ours is a deeply relational church; we find belonging here together. This has resulted in a music program that has always remained a core tenet of our congregational life, including a strong history of children's music and choir, adult choir, varied instrumental and vocal ensembles, congregational singing, and congregant musicians as parts of services.

We turn toward this new chapter with curiosity, hope, and resilience, and seek a Director of Music Ministries who will be curious and dream alongside us – learning who we are and how we can flourish together.

### Position Summary:

WBUUC seeks an energized, creative, and collaborative person to be part of our staff. Under the supervision of the Lead Minister, the Director of Music Ministries develops and maintains a quality music program that reflects the character of the church and an understanding of Unitarian Universalism. In collaboration with the Lead Minister and the worship staff, the Director schedules Sunday service music and other musical programs and events pertaining to the life of the church. They are a consultant to music groups within the congregation and liaison to groups from beyond it who may be invited to perform. The Director of Music Ministries supervises the accompanist, and is also the Choir Director.

## Status:

Full Time - 40 hrs / week

## Director of Music Ministries Duties and Responsibilities:

- Plans music for Sunday services
- Coordinates music for special services, in collaboration with the ministers and Director of Operations (ordinations, funerals, weddings, etc)
- Recruits and provides consultation to WBUUC guest musicians, both within the congregation and outside of it.
- Maintains all instruments and musical equipment owned by the church, in collaboration with the Tech Director, Director of Operations, and Facilities and Janitorial staff.
- Develops the annual music budget in collaboration with the Lead Minister and Board of Directors.
- Maintains proper licensure with Christian Copyright Solutions, One License, and adheres to musical usage/logging guidelines for in-person and streaming.
- Supervises the Accompanist
- Conducts, teaches, nurtures, challenges, and inspires the adult choir
- Oversees, manages, and maintains the revitalization of our Children's Choir and/or Youth Choir, and fosters potential new instrumental ensembles, working with volunteers as appropriate.
- Rehearses choir(s) one evening per week and prior to the Sunday services in which they sing, and as needed for special concerts and events.
- Emails the choir after each rehearsal with important notes, video links, and part recordings.
- Maintains open communication with the UU music community and music community at large, to identify opportunities for the choir to collaborate with others, either within or outside of Sunday services.
- Maintains an organized and cataloged music library including music purchasing and filing, with volunteer assistance as appropriate.
- Other duties may be assigned as needed.

## Minimum Qualifications:

- Bachelor of Music or equivalent
- Minimum two (2) years' experience as a church musician and/or choral director
- Experience with private voice instruction
- Excellent organizational and timely communication skills
- Strong keyboard skills

## Knowledge, Skills, and Abilities:

- Knowledge and understanding of the Unitarian Universalist faith
- Knowledge of diverse musical styles and texts
- Ability and willingness to encourage and invigorate musicians of all calibers
- Fluency in music notation software (Finale, Sibelius) is preferred.

## Salary and Benefits:

- Salary: 70,000 - 80,000
- Retirement Plan
- Health and Dental Insurance
- Professional Development

*Diversity and Inclusion are core values of WBUUC. We are an equal opportunity employer and will not allow discrimination based on age, race, ethnicity, gender, gender expression, national origin, disability, religion, sexual orientation, or socioeconomic background. Candidates of color and LGBTQ candidates are especially encouraged to apply.*