

**Open Table of Christ United Methodist Church  
1520 Broad St, Providence, RI. 02905**

**Musical Director**

**Qualifications:**

1. A degree in music or working towards one is preferred but not required.
2. Candidates will be required to audition by participating in a Sunday service and must show a proficiency in singing and teaching parts effectively, as well as be able to play keyboard/piano. Aptitude in one additional instrument helpful, but not required.
3. A willingness to become familiar with religious music, including popular, contemporary, and traditional praise/music and worship songs by various Christian composers, musicians and groups.
4. Willingness to provide leadership within the OTC music program.
5. Have a positive attitude, good organizational skills, and be an effective communicator.
6. Please note: Hiring is subject to a criminal background check, conducted at or after an initial interview, the results of which to be deemed acceptable by the Staff/Parish Relations Committee.

**Responsibilities:**

1. Be prepared to lead all musical portions at regular weekly worship services on Sunday, Christmas Eve and on special occasions and secure a replacement for worship/other services when s/he will knowingly be unavailable.
2. Recruit, rehearse, and lead a choir and accompanying musicians for Sunday morning worship.
3. Have a regular rehearsal at least once a month lasting at least an hour.
4. Select choir anthems in keeping with the Christian year and worship themes, in consultation with the Pastor. This includes but is not limited to using the United Methodist Hymnal and The Faith We Sing collections.
5. Provide accompaniment for the choir.

6. Provide information to the church office on music selections by Thursday of each week.
7. Work within a budget approved by the Church Council.
8. Be willing to work for special services like funerals and weddings.

**Compensation:**

1. Compensation is ranged between \$100 and \$150 per week according to candidate's experience and proficiency.
2. Weddings and special occasions will follow the church's fee schedule.

**Vacation/Sick Time:**

As a rule, time off is without pay and must be scheduled in advance where possible, in consultation with the Pastor. Musical Director will secure a replacement when she/he will be absent.

Vacation time is limited to two Sundays per year, without pay, unless other arrangements have been agreed to by the Pastor, in consultation with the Chair of the Staff/Parish Relations Committee (SPRC). Specific vacation time must be agreed upon by SPRC.

**Evaluation:**

The position is for an initial 6-month contract. The Pastor will endeavor to provide feedback to the Musical Director throughout the contracted period. A formal performance evaluation and job description review will be done at the 6-month mark and then annually in the fall prior to the annual Church Conference, in consultation with the Chair of the Staff/Parish Relations Committee, at which time the contract will be up for renewal.

**Supervision:**

The Musical Director enjoys a considerable amount of operational freedom, but is still an employee of the church and reports directly to the Pastor. If disagreements arise that are nor resolvable between the Pastor and the Musical Director, such disagreements may be referred to the Staff/Parish Relations Committee for resolution.

If you are interested, please contact Joemily Collazo (chair of Staff Parish Relations Committee) at (401) 837-0826 and make an appointment for an interview. Thank you!