

## Unitarian Universalist Ministers Association Worship Support Job Descriptions

### **Background:**

UUMA Ministry Days is an annual gathering for 500-600 UUMA members held before General Assembly. Ministry Days includes a keynote presentation, collegial conversations, meetings with the UUA President and UUMA Board of Trustees, the Berry Street Essay, our annual business meeting and worship. Over the years we have experimented with different structures of music leadership. The last few years we have expanded our worship offerings which has increased our need for outstanding music and coordination. For the 2019 year we will experiment with a team approach to our music and worship coordination.

### **Job Descriptions:**

- **Worship Administrative Coordinator:** Coordinate with Music Directors and Worship Leaders, Oversee Music Budget, Contract with musicians (in consultation with directors), assure copyright permissions, coordinate order of services (Print and/or Projected), rent needed musical equipment. Coaching and Support provided by UUMA Executive Team
- **Tuesday Music Director:** Lead hymns and provide music for Tuesday worship service(s). Collaborate with worship coordinator and appropriate worship leaders. Reports to UUMA Worship Administrative Coordinator
- **Singers of the Living Tradition Choir Director:** Position recruited through separate process in collaboration with the UUA. Lead hymns and provide music for 25/50 worship. Prepare choir for 25/50. Collaborate with worship coordinator and 25/50 worship leaders. Reports to UUMA Worship Administrative Coordinator and UUA Director of Ministry and Professional Leadership.

### **Worship Administrative Coordinator Job Responsibilities:**

The Worship Administrative Coordinator will:

- With the UUMA staff, work to accomplish all the necessary tasks according to the timetable provided.
- Have a budget for musicians, music and any other expenses needed to provide a transformational worship experience for everyone in attendance.
- In collaboration with the Music Directors, hire and supervise any musical personnel, possibly including:
  - an accompanist for the choir rehearsals
  - a pianist for the Tuesday and Wednesday services
  - the GA Band
  - vocal soloists
  - other instrumentalists
- Secure musical instruments, possibly including:
  - a piano for the choir rehearsals and the Tuesday and Wednesday services
  - a drum set
- In collaboration with the Music Directors, secure copyright permissions for all music performed, which includes
  - determining if a piece of music (hymn, anthem, instrumental piece, solo, etc) is covered under the WorshipCast license to be streamed and archived
  - obtaining said permissions if a piece is not covered under WorshipCast
  - obtaining permission to project lyrics, either from the copyright holder or via a service such as OneLicense.net
- In collaboration with the Music Directors, coordinate projection and/or reproduction of all hymns and sung music with the Audio-Visual staff. This may include:
  - providing lyrics and other material for PowerPoint slides for the Tuesday and Wednesday

- services
  - proof reading the slides before the services
  - rehearsing the PowerPoint presentation with the A/V staff before both services
- Act as a liaison between the worship leaders, the UUMA staff, and all musicians involved. Will consult with the minister, worship leader, or worship team for each service.

### **Tuesday Music Director Job Responsibilities:**

The Tuesday Music Director will:

- Be responsible for coordinating and providing music for Tuesday worship services.
- Coordinate with the Worship Administrative Coordinator to assure all worship materials are provided in a timely manner. This may include:
  - Hiring appropriate musicians for service (within the overall budget)
  - Provide lyrics of hymns and songs to be used in worship

### **Singers of the Living Tradition (SLT) Choir Director Job Responsibilities:**

The SLT Choir Director will:

- Be responsible for coordinating and providing music for the 25/50 service on Wednesday morning and the UUA's Service of the Living Tradition (See responsibilities below).
- Coordinate with the Worship Administrative Coordinator to assure all worship materials are provided in a timely manner. This may include:
  - Hiring appropriate musicians for service (within the overall budget)
  - Provide lyrics of hymns and songs to be used in worship
- Description of responsibilities for UUA Service of the Living Tradition Music Director (as funded and supervised through the UUA Office of Ministry and Professional Leadership):
  - The role of the Service of the Living Tradition Music Director (SoLT MD) is to assist by providing music leadership, general oversight, coordination, communication and support for all SoLT music at General Assembly.
  - The SoLT MD shall participate as a member of the SoLT Planning Team, helping to create the SoLT.
  - The SoLT MD should seek to promote high standards, best practices, cultural sensitivity, cooperation among musicians, and wise use of resources in music as it relates to the SoLT.
  - The SoLT MD should be in contact with the GA Music Coordinator, to collaborate on the "big picture" musically at GA, available musicians and instruments, and of potential overuse or culturally inappropriate use of particular music.
  - Principal pre-GA tasks include:
    - Communicate with the SoLT Planning Team
    - Invite professional religious leaders and members of the UU Musician's Network to participate in the choir.
    - Work with the GA Music Coordinator and/or with the GA Conference Services Director, who will facilitate copyrights and permissions.
    - Identify and procure musical instruments and services (including services like delivery, pickup and tuning), and equipment (music stands, etc.) needed for the SoLT.
    - Work with the SoLT Worship Tech Coordinator who will facilitate administrative tasks (i.e. script production, photocopying, octavo distribution/collection, finances, etc.)
    - Collaborate with the Executive Administrator for the UU Ministers Association when there are elements shared between Ministry Days and the SoLT.
  - Principal tasks at GA include:

- Be present and available for the SoLT Technical Rehearsal (time TBD) until the conclusion of the SoLT on Thursday, June 20, 2019 including the SoLT rehearsal in Plenary Hall on Thursday (time TBD).
- Arrange for any SoLT choir rehearsals that are to occur outside of Plenary Hall.
- Principal Relationships for this General Assembly:
  - The GA Music Coordinator
  - The SoLT Worship Tech Coordinator
  - The Worship Arts Team Liaison
  - The Plenary Hall Production Manager
- Support for the Service of the Living Tradition Music Director
  - The compensation for this position is an honorarium of \$1,000.00
  - Registration for 2 days at General Assembly
  - A budget of \$1800 is available for expenses related to the SoLT, including music purchase, copyright fees, instrument rental, payments to musicians, travel expenses)

**Qualifications/expectations:**

- Proven ability to lead, create and coordinate inspiring and varied music
- Ability to work effectively/collaboratively with musicians, choir, ministers and staff
- For Music Directors: A minimum three years' experience as paid UU music director, preferably in a mid-large size congregation
- Strong organizational skills, able to meet deadlines and supervise/manage paid and volunteer musicians and choir members
- Maintain regular connection with the UUMA staff
- Responsive and proactive with regular email correspondence

**Compensation/Support:**

All coordinators and directors will be provided support through the UUMA Executive Team and receive a stipend plus reasonable travel and lodging expenses (see additional UUMA compensation chart). Candidates will be asked to fill out an application and supply references.

For more details on how to apply please contact:

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