

TITLE: UCC Keyboard Specialist/Worship Leader

GENERAL DESCRIPTION: We are University Christian Church, the church at the intersection of a loving God and a diverse community. The Keyboard Specialist/Worship Leader at University Christian Church is a key leader in our congregation, in its various groupings, embracing a multi-cultural, multi-racial music emphasis in the service of God's worship, blending a diversity of music from the breadth of Christendom: hymns, anthems, contemporary praise songs, spirituals, gospel songs, and music from around the globe, as we joyfully share God's love with our diverse neighborhood in the Washington DC suburbs.

SUPERVISOR: Reports immediately to the Director of Music, generally to the Senior Minister.

SKILLS AND ABILITIES REQUIRED:

- Ability and willingness to play a wide range of musical styles to meet the spiritual and worship needs of a remarkably diverse congregation; including ability to sight-read music notation at a high level of skill and to improvise from lead sheets (short scores presenting melodies and chord symbols).
- Ability to work and play under the guidance of a professional Director of Music, as well as a wide range of congregational musicians, principally dedicated amateurs and, periodically, invited professionals.
- Ability to communicate and coordinate effectively with the Director of Music, the Director of the UCC Ensemble, our small ensemble of amateur volunteer singers and instrumentalists, other church lay and staff leaders, and congregants.
- Creativity, initiative, enthusiasm, and a strong affinity and love for Christianity: its spirituality, its seeking, and its values.

ESSENTIAL JOB FUNCTIONS AND ASSIGNED DUTIES:

- Play organ and/or piano at all regular Sunday church services, currently one service per week, although we anticipate adding a second Sunday morning worship service by the Spring of 2018.
- Lead congregational singing of hymns, and contemporary praise songs, and worship music from around the world in the worship service by playing the keyboard (piano and organ) in an active way, for examples, by changing-up tempo or stylistic feel, or perhaps improvising segues and transitions—seeking in all to be sensitive to and to shape, empower, and optimize our congregation's spiritual experience and agency in worship.
- Co-lead—along with the Senior Minister and its lay Director— the UCC Ensemble. Join that group in rehearsal and encourage them—and the congregation—in worship services, in playing and singing contemporary Christian "Praise" songs, read from lead sheets.
- Collaborate with the Senior Choir on anthems in a wide diversity of styles.
- Independently select and prepare prelude, postlude, offertory and communion music; prepare anthems selected by the Director of Music; work with the Senior Minister and the Director of music to select hymns to coordinate with sermons.
- Rehearse with the Senior Choir and the UCC Ensemble, currently on Wednesday evenings and Sunday mornings, respectively—although we are open to creative schedule rearrangements.
- In addition to and beyond rehearsals and Sunday worship, participate with the church staff, and lay leadership of the Worship Division, via e-mail, phone and in-person meetings, in preparing and planning upcoming and future worship.

- Accompany vocalists on special music selections during services, usually in place of the Offertory music, typically twice a month, sometimes on short notice; may occasionally perform duets or ensemble pieces with other instrumentalists; job duties include one rehearsal with a soloist and one run through on the day of the performance to be scheduled in advance, at a mutually agreeable time near to when the employee is customarily at the church.
- Accompany two Saturday morning Senior Choir rehearsals annually—one on the day before Palm Sunday and one on a Saturday during Advent.
- Play for special church services such as on Ash Wednesday, Maundy Thursday, Good Friday, Blue Christmas, Christmas Eve (2 services), and occasional ecumenical/interfaith services.
- Assist the Director of Music as requested in planning and programming special musical collaborations with the church's Senior Choir, the UCC ensemble, and soloists, including the church's annual Talent Night.
- Participate fully one weekend a year in our Annual Choir Retreat, customarily in early October. Retreat runs from approximately noon on Saturday to 3 p.m. on Sunday and consists of a one night stay at a local retreat center, four rehearsals, team-building exercises, social time, and a brief worship service; assist Director of Music in planning this event as requested.

EXPECTED TIME COMMITMENT:

- Around 12 hours per week. This may vary based on specific time of the year.

SERVICES NOT PART OF ESSENTIAL JOB FUNCTIONS AND ASSIGNED DUTIES:

- All services not explicitly specified as part of the essential job functions and assigned duties outlined above are arranged at the sole discretion of the employee. Such services include, but are not limited to: weddings, memorial services, extra-coaching and rehearsals with soloists beyond those listed above.
- Reimbursement for any such services consists of a fee or honorarium can be negotiated in addition to the compensation covered by the employee's salary.
- The employee retains the right to refuse services not part of the essential job functions and assigned duties.

NATURE OF SUPERVISION RECEIVED:

Receives general supervision from Director of Music and limited supervision from Senior Minister

INSTRUMENTS USED AT UCC:

- Electronic organ –Allen, 2012
- Baby Grand piano in sanctuary – Kawai KG 2A, 5', 10"
- Digital Piano in sanctuary – Kawai CA 640
- Digital Piano in choir room – Roland PT-3100

University Christian Church October 2017
Keyboard Specialist/Worship Leader, Job Description and Expectations

WORKING CONDITIONS:

- Expected to work independently, constructively, creatively, and effectively as part of a dynamic team
- Expected to demonstrate a high-quality service to the congregation

SUPERVISORY RESPONSIBILITY OVER OTHERS

- None

PERFORMANCE EXPECTATIONS: (to be rated Outstanding, Meets Standards, or Needs Improvement)

- Plays with high degree of accuracy and musicality
- Selects appropriate musical selections
- Dependable, reliable, and punctual
- Consistently well-prepared for church services and choir rehearsals
- Always cooperative with church members and others
- Contributes positively to the music and worship team

APPROVED BY:

Music Director Signature & Date

Worship Division (Ministry) Director

Signature & Date

Senior Minister Signature & Date