

**Vocal Musician**  
Harmony Creek Church  
Kettering, OH  
A United Church of Christ

**BACKGROUND**

Harmony Creek Church seeks to be a leading, inclusive voice for progressive Christianity. As progressive Christians, we affirm that the teachings of Jesus provide a core way to experience the Sacredness and Oneness of life, but we can draw from diverse sources of wisdom in our spiritual journey. We find grace in the search for understanding and believe there is more value in questioning than in absolutes. As a United Church of Christ congregation, and in line with our Open and Affirming designation within the UCC, Harmony Creek welcomes full inclusion of persons from all faith traditions (or no tradition), and without regard for sexual or gender identity. We trust that diversity in all its forms more fully bears the image of God.

**POSITION DESCRIPTION**

The Vocal Musician will lead the congregation and choir in all church music, working collaboratively with the Pastor, Worship Arts Chair and Pianist in planning and implementing worship services that are in keeping with established worship themes and seasons and are congruent with progressive Christian theology and values.

Position is 10 hours per week. Salary is \$8,840 annually.

To see a detailed job description, go to: <https://www.harmonycreekchurch.org/jobs/vocal-musician>. For questions or to submit a resume, please contact: [humanresources@harmony-creek.org](mailto:humanresources@harmony-creek.org).

**SPECIFIC RESPONSIBILITIES**

- A. Direct the choir and/or worship team for worship services. Lead the congregation in all church music, cueing the congregation on when to stand and sit and assisting the congregation with song tempo, key and general understanding to help with group singing.
- B. In coordination with the Worship Arts Chair, Pastor and Pianist select worship and choir music for worship services. The Vocal Musician should also work collaboratively with the choir for their song selections. Selections should provide a variety of music, including traditional and contemporary music and should be appropriately coordinated with the liturgical calendar. Music will be chosen to align with the progressive Christian theology and values, and modified as appropriate to ensure inclusive language.
- C. Submit all music for each Sunday's worship services to the church Office Manager on time. Also provide input for the weekly Connections email as appropriate. The worship bulletin submission should include all relevant information regarding if the congregation should stand or sit, composers name, song title, and accurate verse information.
- D. Rehearse with the choir weekly and at additional times as identified by special needs. Rehearse with the Pianist regularly to ensure music is professionally delivered each week.
- E. Work closely with the Pianist or other accompanists. Music selections should be given to the accompanists well in advance of their rehearsal and performance by the choir. Practice with accompanists before choir practices and/or before each Sunday worship service.
- F. Arrange for special soloists, accompanists or instrumentalists when needed. If compensation is required, obtain approval from the Worship Arts Chair.
- G. In coordination with the Pianist, maintain the music library (filing and organizing) and keep the music room orderly and neat. Ensure all music licenses are up to date.

- H. Meet with the Pastor before all special services, to include but not limited to, the Christmas and Easter seasons to coordinate and plan special music presentations.
- I. Work with the Worship Arts Chair to arrange for purchase of instruments, new music and supplies. Present annual budget requests to the Worship Arts Chair. Attend Worship Committee meetings to facilitate communication and planning.
- J. Be present at all Sunday services, with two prior approved absences per quarter. Responsible for finding a substitute when absent. Inform the Pastor of unplanned absences as soon as possible.

## **QUALIFICATIONS**

### **A. Required**

1. HS diploma required, post-secondary education in music preferred.
2. Ability to lead and perform various styles of music.
3. Excellent organization skills: i.e. ability to multitask and prioritize work.
4. Ability to communicate effectively both orally and in writing.
5. Ability to work independently with little supervision.
6. Ability to work collaboratively with choir members, Pastor, Worship Arts Chair, other staff and congregation.
7. Ability to maintain confidentiality in all matters.
8. Possess and demonstrate good people skills in recruiting, leading, and bringing diverse people together.
9. Possess a clear understanding of progressive Christianity and the ability to share it through the use of appropriate music and in respect for the mission and values of Harmony Creek Church.

### **B. Other desirable skills**

1. Experience as a choir director.

## **POSITION**

Part time at 10 hours per week. Hours may fluctuate from week-to-week or month-to-month depending on special events. Hours include Sundays, one evening per week and may include other evenings both on the weekend and during the week on occasions. Flexibility in hours during non-programmed event times.

## **STAFFING RELATIONSHIP AND ACCOUNTABILITY**

The Vocal Musician is supervised by the Pastor and works closely with the Pianist and Worship Arts Chair and team.

## **PHYSICAL DEMANDS**

Reaching, handling talking, hearing, visual near acuity

## **GENERAL REQUIREMENTS**

Must be able to execute the terms and conditions set forth in the Harmony Creek Church Employee Handbook, including, but not limited to:

- Work in a safety-conscious manner which ensures that safe work practices are used in order not to pose a risk to self or others in the workplace. Reports any safety violations or hazards to supervisor
- Complies with church policies and procedures and local, state and federal regulations.
- Interacts in a tactful, diplomatic, and humanistic manner with congregants, families, visitors, and co-workers

- Maintains dependable attendance and adheres to standards of cleanliness grooming, hygiene, and dress code
- Takes positive action to ensure equal opportunity in the conduct of all church activities without regard to race, color, sexual orientation, transgender status, religion, sex/gender, age national origin, disability, citizenship, veteran status or any other legally protected category.