

KENT UNITED CHURCH OF CHRIST
KENT OHIO
POSITION DESCRIPTION
DIRECTOR OF MUSIC

Overview:

The Kent United Church of Christ, located in the college town of Kent Ohio, is seeking a Director of Music, a candidate proficient as an organist, choir director, and worship leader. Working in partnership and in collaboration with our senior pastor, the ideal candidate will engage our vibrant and growing congregation to encounter God through music, to help craft worship experiences enhanced by music in many forms, and inspire people of all ages and stages of life through music. The ability to balance classic sacred music with more contemporary composers is essential. The Director of Music shall provide leadership and oversight of the total music program of the church, working with the congregation and its authorized leaders. The Director of Music will report to the senior minister and will be responsible to the Worship & the Arts Ministry.

In collegial relationship with authorized leaders and church staff, the Director of Music shall:

- Provide music for worship services that enrich the spiritual life and support the Christian ministry of the congregation.
- Coordinate and schedule all music/arts activities, including special music presentations.
- Attend regularly scheduled planned meetings with the senior minister and the Worship & Arts ministry.
- Manage the music budget in collaboration with and approval of the Worship & Arts ministry.
- Supervise the maintenance of the church's musical instruments.
- Assure proper maintenance of the church's music library.

The following tasks shall ordinarily belong to the Director of Music:

- Conduct the chancel choir.
- Recruit and audition stipendiary student soloists/section leaders for the chancel choir.
- Work collaboratively with the senior minister to select repertoire for worship services.
- Responsible for or coordinate the leaders of all church choirs and performing arts groups, including but not limited to children's choir, hand bell choir and liturgical dance ensemble.
- Serve as organist/pianist for regularly scheduled - Sunday morning and seasonal - worship services at the church.
- Serve as accompanist for rehearsals and performances of the chancel choir.
- Serve as staff organist/pianist for occasional worship service (compensated above and beyond salary) e.g., weddings, commitment ceremonies, funerals and memorial services, enjoying "right of first refusal."

- When not available for any of the above services or occasions, accepting responsibility to procure a substitute.
- Authorize and/or supervise other users of the church's pipe organ and pianos.

Like all staff, the Director of Music is accountable to the church's Personnel ministry and must abide by the rules and procedures of the Kent United Church of Christ Personnel Policy.

Approved by Personnel Ministry - 24 February 2015

Revised - 24 April 2017

Submitted to Personnel Ministry - 25 April 2017

Revised - 16 February 2021

Submitted to Administrative Council March 24, 2026

Updated August 5, 2026