

**United First Parish Church**  
Job Posting and Job Description

**Title:** Director of Music

**Status:** 12 hours per week, including Sunday mornings (9:00 a.m. – 12:00 p.m.)  
10 months per year, September 1 – June 30 (10 Sundays off). Salaried.

**Position Start Date:** Fall 2026

**Overview:** The part-time Director of Music collaborates with the Minister, staff, and Music Ministries Team to: plan, coordinate, and lead the music program for worship services; direct the UFPC Choir; and creatively expand the breadth, role, and scope of music used in services.

### **Congregational Context**

United First Parish Church (UFPC) is a welcoming and theologically diverse Unitarian Universalist (UU) spiritual community founded in 1639. Our small, creative, and caring congregation is committed to spiritual growth, creative expression, freedom of thought, and social justice action. Also known as “Church of the Presidents,” we house the Adams Presidential Crypt and are open for historic tours seven months of the year and hold several history and culture programs for the public each year. UFPC is located in the heart of Quincy Center and is accessible by public transportation via the Red Line, commuter rail, and bus. Please note, our historic building is not fully ADA compliant, though the majority of the building is wheelchair accessible. Learn more about our congregation at [ufpc.org](http://ufpc.org).

### **Music Ministry Vision**

In our music ministry, we seek to open our hearts, strengthen community, widen the circle of belonging, and enrich our spiritual journeys. Music gives voice to our values, deepening our connection to a Larger Reality and the interdependent web of life. We sing, listen to, create, and perform music together to build a shared life of welcome, engagement, and joy. Drawing from a rich diversity of musical styles, cultures, and theologies, we connect our congregation with the wider UU community, our Greater Quincy neighbors, and the call to justice in the world.

**Supervision and Collaboration:** The Director of Music will be supervised by the Minister. Attendance is expected at monthly Music Ministry Team meetings, monthly staff meetings, and one-on-one supervision and collaboration meetings with the Minister every-other week.

**Qualifications:** Our *ideal* candidate has the following qualifications; however if you are excited about this role but are unsure whether you meet every qualification, we encourage you to inquire or apply.

- Education/Experience:
  - A degree in music or equivalent experience; music students are welcome to apply
  - Experience in choral conducting and song leading
  - Piano proficiency required, organ proficiency preferred

- Ability to accompany congregational singing, accompany the choir, and accompany other musicians
- Ability to locate, write and/or arrange appropriate music
- Experience leading and teaching music working from printed music, lead sheets, and the oral tradition
- Leadership and Working Style:
  - Practice a shared leadership style that is inclusive and collaborative
  - An ability to work with volunteer musicians with varying skill levels
  - Ability and willingness to work in an institution in the midst of change, following a year of music discernment. We seek a Director of Music who will grow with us as we pursue our music ministry vision and music program priorities.
- Technical Skills:
  - Familiarity with or willingness to proactively learn technical tools including Zoom, Google Drive, Breeze Church Management Systems, and searchable musical databases of the Unitarian Universalist Association (UUA) and Association of UU Music Ministries (AUUMM)

### **Essential Functions:**

- Plan and direct the musical elements for weekly worship services in consultation with the Minister, staff, and Music Ministry Team
- Direct UFPC Choir of approximately 15 singers of varying skills and experience, including leading Sunday and/or mid-week rehearsal. Utilize a range of methods to increase musicianship and music learning.
- Organize leadership of congregational singing
- Recruit and coordinate guest instrumentalists for worship
- Support congregants performing and participating in worship, in collaboration with the Music Ministry Team
- Oversee the maintenance of the congregation's instruments, in collaboration with the Office and Property Manager, including piano and organ tunings
- Oversee music library, including ensuring that we have appropriate copyright permissions
- Plan the music budget with Minister and Worship Committee
- Join the Association of UU Music Ministries (AUUMM) and operate within the context of the AUUMM Code of Professional Conduct

### **Compensation and Working Hours:**

- Salary is commensurate with experience and based on UUA Fair Compensation Guidelines, Geo Index 7 (\$15,500 to \$17,000). Salary is paid every two weeks.
- Separate musician's stipend (with right of first refusal) for weddings, memorials, public ceremonies, etc.
- Professional Expenses allowance
- The Director of Music receives one Sunday off a month (10 Sundays total) during the September to June calendar, arranged with the Minister

- The Music Director is expected to play at the Transgender Day of Remembrance Vigil (November 20) and Christmas Eve Service (December 24)
- Weekday hours are flexible, with occasional evening or weekend meetings
- Eligible to participate in UUA retirement plan

### **Commitment to Equity**

UFPC is committed to building a diverse and talented staff team. We strongly encourage people with disabilities, people of color, Indigenous people, Hispanic/Latinx individuals, and LGBTQIA+ candidates to apply. If you are excited about this role but unsure whether you meet every qualification, we encourage you to inquire or apply.

### **To Apply:**

To apply, please email a resume, cover letter, and a work sample to [Office@ufpc.org](mailto:Office@ufpc.org) and [Minister@ufpc.org](mailto:Minister@ufpc.org). Applications are reviewed upon receipt, with a priority application deadline of April 30. United First Parish Church is a member congregation of the Unitarian Universalist Association and is an equal opportunity employer.