



Congregational Church of san mateo

...open, progressive, spiritual

Job Position: Director of Music

Reports to: Senior Minister

Hours: 15-20 per week (*dependent on job scope and season*)

Status: Non-Exempt

Compensation: \$40/Hour

Benefits: Paid vacation and sick time in accordance with CCSM personnel policy

Location: Hybrid eligible position with regular in-person presence required on Sundays, and at rehearsals during the week with additional on-site hours as needed for special events, meetings, or ministry responsibilities at CCSM (San Mateo, CA)

Position Overview: “Where sacred tradition meets creative spirit.” The Music Director plays a pivotal role in shaping the musical heart of our church. You will provide leadership and vision for our entire music program, fostering a spirit of excellence and collaboration among musicians and vocalists. Your responsibilities will encompass planning music for worship services, directing choirs and ensembles, and overseeing all aspects of our church music ministry. We're looking for someone who honors our rich musical tradition, while thoughtfully introducing fresh, meaningful selections and styles that reflect our progressive, inclusive, values.

Job Responsibilities:

- **Leadership and Vision:**
 - Collaborate with the Senior Minister and other clergy/worship leaders to develop and implement a comprehensive music program that aligns with the church's mission and worship style(s).
 - Oversee the selection and preparation of music for worship services, considering the liturgical calendar, readings, and sermon themes, ensuring a seamless integration of music into the overall worship flow.
 - Manage and coordinate the music staff; including the recruitment of talented musicians and vocalists.
 - Maintain a CCSM database of local musicians and members who can provide worship leadership and special music for events.
 - Serve as staff liaison for the Music Ministry Committee

Updated May 1, 2025

- **Choir and Ensemble Direction:**
 - Rehearse and lead adult choir, potentially including additional ensembles (e.g., youth choir, handbells).
 - Provide clear and engaging instruction, fostering musical growth and a love for singing within the choir.
 - Train and mentor choir members to develop their vocal skills and musicianship.
 - Provide leadership and collaborate with other community choir directors for special services (e.g. Ash Wednesday, Good Friday, etc.)
- **Musical Excellence:**
 - Work with volunteers to maintain a high-quality music library, ensuring appropriate selections for worship services.
 - Stay current with trends in church music while upholding the church's musical traditions, keeping our music fresh and relevant.
 - Oversee the care and maintenance of all musical instruments and equipment.
- **Collaboration and Communication:**
 - Work effectively with the worship leader, clergy, and other church staff to ensure a unified worship experience.
 - Foster a positive and collaborative environment for all musicians and volunteers involved in the music program.
 - Clearly communicate and model expectations, goals, and rehearsal schedules to all music ministry participants.
 - Coordinate the vacation schedules of members of the music staff and arrange for substitutes where and when required.

Working Conditions: This is a part-time position, typically requiring 15-20 hours per week. (Depending on if this individual also directs the Bell Choir and church season). The Director will work both independently and collaboratively, with evening and weekend hours required. The Director will supervise CYF Music Director and Organist/Artist in Residence, and Bell Choir Director, and work closely with the Clergy, Music Ministry Team of Lay Leaders and volunteers.

Qualifications:

- **Music Degree or equivalent experience required.** A strong background in music is essential.
- **Vocal skills:** Ability to sing and lead vocal groups, choirs, or congregational singing.
- **Experience in leading worship:** Experience in planning and leading music for worship services, including selecting appropriate hymns, songs, and other musical elements that align with the church's theology and worship style.
- **Knowledge of Liturgical music:** Familiarity with a wide range of music traditions, including hymns, contemporary music, gospel, and classical sacred music

About CCSM:

[CCSM](#) and the [United Church of Christ](#) are known for their progressive and inclusive approach to faith, emphasizing social justice, equity, and community engagement. The Director will be expected to embrace and promote these values in their work.

Note:

This job description is subject to change based on the needs of the congregation and the vision of the church's leadership.

To Apply

Please submit your resume and cover letter to Chase Montara, Director of Operations, at cmontara@ccsm-ucc.org

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