



UNITED PARISH IN BROOKLINE

American Baptist | United Church of Christ | United Methodist

Minister of Music Sabbatical Replacement

Term: April 6, 2026 - June 28, 2026 (includes one week of transitional overlap; Susan will begin sabbatical on Sunday, April 12, 2026)

Reports to: Senior Pastor

Directly Supervises: Handbell Choir Director and Choir Section Leaders

Status: Temporary position. 30 hours a week through May 17, 2026; 25 hours a week through June 28, 2026. (Can be negotiated)

FLSA: Exempt

Job Summary: The Minister of Music oversees the music ministry of the United Parish, enhancing the congregation's engagement in the life of the Christian faith. The Minister of Music supports the five ministry directions of our church and is the primary music leader of the United Parish, serving as song leader, choral director, teacher, conductor, organist, and pianist, according to the needs of worship and the overall music programming.

Essential functions

- **Plans worship in collaboration with the clergy team** and selects music for worship (hymns, anthems, service music, prelude/postlude repertoire) that is appropriately suited to the congregation and to the performing ensembles and musicians that connects thematically to worship, both deepens and enhances the worship experience, and provides all necessary information for the bulletin in a timely manner.
- **Plans, coordinates and implements music programming** that nurtures and feeds the musical gifts of volunteers of all ages and abilities, enabling and empowering them to use their gifts to the best of their ability while deepening their connection to God, each other, and to the church as a whole.
- **Supervises professional musicians** performing in worship, including four choral section leaders, the handbell choir director and all guest instrumentalists. Hires substitutes and guest instrumentalists as needed and as budget allows.
- **Organist/Pianist/Keyboard Accompanist:** Performs service music and leads congregational singing for worship from the organ or piano as needed. This includes

accompanying hymns and congregational singing, accompanying soloists and choir, and playing ambient music as needed.

- **Choral Director/Educator:** directs the Chancel Choir through June 14 and Children's Choir through May 17. (Attend the end of the year children's choir party May 24 if feasible.)
- **Ministers to volunteer musicians:** Recognize/show appreciation for the contributions of volunteers, promote a supportive and caring environment for members of ensembles, organize and promote social gatherings for members of the ensembles,
- **Manages and maintains the music library,** enlisting the help of volunteers whenever possible to maintain organization of the choir room.
- **Monitors the use of inclusive language** in anthems. Reviews and discreetly edits outdated, non inclusive language in worship music, ensuring that the words that we sing foster inclusion and equity.
- **Prepares music graphics of hymns for the bulletin as needed.**
- **Oversees care and maintenance of our historic pipe organ (if used) and all acoustic pianos, limited during these months** to reporting maintenance issues, requesting tunings in extreme cases, and making sure that piano humidifiers are used and maintained.

Core Competencies:

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and beliefs of the United Parish in Brookline. Can teach those values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of United Parish..

Spiritual Maturity: Has a personal growth plan based on the five dimensions of discipleship practiced by United Parish in Brookline. Models and develops humility, teachability, accountability and servant leadership in all coaching relationships.

Liturgical Sensibility: Understands the purpose and flow of worship

Interpersonal Skills: Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.

Team Building Skills: Guides leaders in the process of sharing best practices, identifying, and solving common problems. Works with leaders to regularly assess the health of teams

and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.

Management Skills: Demonstrates commitment and flexibility in scheduling regular coaching sessions with those in his/her span of care. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers, and holds leaders accountable. Employs resources (people, funding, material, support) to get things done.

Leadership Development: Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides challenging and stretching tasks and assignments for developing leaders. Stretches people to try new skills and accept new levels of responsibility.

Minimum Qualifications:

- Advanced training and education in organ/piano performance, choral conducting, singing, and music education.
- Broad knowledge of sacred music repertoire for all ages and ability, as well as the ability to find new repertoire.
- Professional experience in running a sacred music program.
- Ability to work with and teach a wide variety of people with varying levels of talent.
- Basic knowledge of audio systems and recording techniques.

Physical Requirements:

Ability to navigate stairs quickly, climb on and off of the organ bench, move chairs and pianos, haul audio equipment, etc.

Salary:

Competitive salary commensurate with experience.

How to Apply:

Please send a cover letter and resume to jobs@upbrookline.org.

About us:

United Parish in Brookline is a vibrant, ecumenical, open and affirming congregation in the United Methodist, American Baptist, and United Church of Christ traditions. Located in the heart of Coolidge Corner, the church is home to around 35 community groups and a volunteer-run thrift shop, Thrifty Threads. Learn more at upbrookline.org.