



## **Position Announcement**

Transitional Worship Music Intern  
University Christian Church • Hyattsville, MD

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The Transitional Worship Music Intern is a part-time position vital to help our diverse congregation grow through music and worship. This position requires a gifted musician able to incorporate a variety of genres and styles, able to work with others to cultivate their gifts in pursuit of connecting to God. Due to the COVID-19 pandemic, many key responsibilities in this position will require knowledge and comfort recording professional and amateur musicians, mixing their contributions, and rendering a moving final product for Sunday live streams. This position is challenging and fun, an opportunity to add new skills and work with a mission-minded congregation. University Christian Church, founded in 1959 and located in Hyattsville, MD, is the church at the intersection of a loving God and diverse community. At UCC, we believe that God is calling us to be Christ-centered and Spirit-led, multi-racial and ecumenical, prayerful and compassionate.

Salary: \$20-24,000 annually.

See job description below for further details.

Interested applicants can apply by email to [cucoffice@verizon.net](mailto:cucoffice@verizon.net) or mail to University Christian Church, 6800 Adelphi Rd, Hyattsville, MD 20782.

Find out more info about us at <http://www.uccmd.org/>

Transitional Worship Music Intern, Job Description and Expectations

**TITLE: Transitional Worship Music Intern**

**GENERAL DESCRIPTION:** The Transitional Worship Music Intern at University Christian Church works with the Senior Minister and other music staff to lead and embrace a multi-cultural, multi-racial music emphasis through worship of God, blending a diversity of music and helping our congregation and music ministry participants grow as musicians and as followers of Christ.

**SUPERVISOR:** Reports to the Senior Minister      **STATUS:** Part Time

**SKILLS AND ABILITIES:**

- Passionate about worship and collaborating with professional and amateur musicians at all skill levels.
- Excited to grow as a musician and nurture others in their ability to make music and worship God.
- Ability and willingness to play a wide range of musical styles to meet the spiritual and worship needs of a remarkably diverse congregation. This includes the ability to sight-read music notation at a high level of skill and to improvise from lead sheets (short scores presenting melodies and chord symbols).
- Ability to work with and collaborate with a wide range of congregational musicians of all ages, principally dedicated amateurs, and invited professionals.
- Prepare, record, mix, and render videos to support the worship experience for congregants both in the Sanctuary and online.
- Communicate effectively with Senior Minister, staff, lay leaders, and musicians on a weekly basis.
- Creativity, initiative, enthusiasm, and a strong affinity and love for Christianity and the church.

**ESSENTIAL JOB FUNCTIONS AND ASSIGNED DUTIES:**

- Play organ and/or piano at all regular and special Sunday church services or provide worship leadership via prerecorded videos. This is typically at week at 10:45 AM, but may also include 8:45 AM and, rarely, evenings. Services not at 10:45 AM will be scheduled at least 4 weeks in advance.
- Lead and support the lay leadership of our music ministry at rehearsals (currently on Wednesday evenings, Friday evenings, and Sunday mornings) to prepare and record hymns, contemporary praise songs, anthems, solos, and other worship music with sensitivity and creativity to empower and optimize our congregation's experience and agency in worship.
- Produce worship and video content by utilizing lay leaders' musical skills and talents, using software like iMovie, Final Cut Pro, Garageband, or other preferred software packages.
- Develop and/or lead, with lay leader or contract staff positions, additional music ministries, such as a praise team, children's choir, or other ensembles.
- Provide accompaniment for the Chancel Choir on anthems in a wide diversity of styles.
- Independently select and prepare prelude, postlude, offertory and communion music.
- Accompany and support up to two planned worship rehearsals and one planned retreat annually (for example, before Easter and Christmas). Any additional special rehearsals are at the discretion of the employee.

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- Play for special church services and, as needed, direct musical ensembles such as on Ash Wednesday, Maundy Thursday, Good Friday, Blue Christmas, Christmas Eve (2 services - 7 PM and 11 PM, typically), Christmas Cantata, and occasional ecumenical/interfaith services.
- Meet regularly with the Senior Minister, staff, and lay leaders to plan worship and select hymns and special music to coordinate with sermons, themes, and liturgical seasons of the church.
- In addition to and beyond rehearsals and Sunday worship, participate with the church staff, and lay leadership of the Worship Division, via e-mail, phone and in-person meetings, in preparing and planning upcoming and future worship. Schedule office hours as part of worship routine.
- Find a suitable substitute for scheduled time off.

EXPECTED TIME COMMITMENT:

- Around 15-20 hours per week. This may vary based on specific time of the year.

SERVICES NOT PART OF ESSENTIAL JOB FUNCTIONS AND ASSIGNED DUTIES:

- All services not explicitly specified as part of the essential job functions and assigned duties outlined above are arranged at the sole discretion of the employee. Such services include, but are not limited to: weddings, memorial services, extra-coaching and rehearsals with soloists beyond those listed above.
- Any such services will be reimbursed by a negotiable fee or honorarium in addition to the compensation covered by the employee's salary.
- The employee retains the right to decline services not part of the essential job functions and assigned duties.

NATURE OF SUPERVISION RECEIVED:

Receives general supervision from the Senior Minister with regularly scheduled evaluations

INSTRUMENTS PROVIDED BY UCC:

- Electronic organ –Allen, 2012
- Baby Grand piano in sanctuary – Kawai KG 2A, 5', 10"
- Digital Piano in sanctuary – Kawai CA 640
- Digital Piano in choir room – Roland PT-3100

WORKING CONDITIONS:

- Expected to work constructively, creatively, and effectively either independently or as part of a dynamic team
- Expected to demonstrate a high-quality service to the congregation

SUPERVISORY RESPONSIBILITY OVER OTHERS

- Contracted musicians or directors

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PERFORMANCE EXPECTATIONS: (to be rated Outstanding, Meets Standards, or Needs Improvement)

- Plays with a high degree of accuracy and musicality
- Selects appropriate musical selections
- Must be dependable, reliable, and punctual
- Consistently well-prepared for church services and rehearsals
- Always cooperative with church members and others
- In the event of conflict, respectful and open to other viewpoints
- Contributes positively to the music and worship team

APPROVED BY:

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Employee Signature & Date

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Worship Division (Ministry) Director

Signature & Date

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Senior Minister Signature & Date