

First Unitarian Universalist Church of Houston  
5200 Fannin St. Houston, TX 77004  
(713)526-5200

## Job Description for **MUSIC MINISTRY INTERN 2022-2023**

### **Job Summary**

The Music Ministry Intern will serve within the music department of First Unitarian Universalist Church of Houston providing support to the Director of Music, the choir and additional music programs and events within the church. This is an opportunity for the candidate to gain experience as a professional church musician within a church setting.

### **Time Required**

Thursdays 6:30-9:00pm & Sundays 8:30am-1pm  
3 additional office hours on either Tuesday or Thursday between 9am - 2pm  
(Total 10 hours p/week)

### **Reports to:** Director of Music

The Music Ministry Intern learns practical, hands-on information about the essential operation and participation in the church's music program. The Intern will gain experience in various aspects of the life of a church. The Intern will also spend at least 7 hours per week working onsite. There is no expectation that the intern will become a regular member of the First Church staff following the completion of the internship.

Most musicians receive little or no training in church music as part of their collegiate studies. This program is designed to introduce and prepare career track musicians for service in religious communities, especially Unitarian Universalist churches and societies. The knowledge and experiences the intern will gain can be applied to potential work in similar institutions and career paths.

The Intern not only learns from the congregation, but also serves by enhancing the Music Ministry programs of the church, as well as assisting in the absence of the Director of Music.

### **Responsibilities**

The Music Ministry Intern serves in a highly visible leadership position working closely with the Director of Music, Staff Accompanist, and Music Team members. The candidate must be able to sing expressively with good intonation, rhythmic acuity, and beautiful tone. The ideal candidate is someone who can follow directions as well as lead when required. They must possess excellent skills in collaboration, communication, and music proficiency. The candidate will be encouraged to highlight their strengths and discuss a special project they would like to plan and execute during the year. The position is renewable upon invitation, though open interviews will be held annually.

## **Scope of Work**

The scope of work will be collaboratively designed between the Director of Music and the Music Ministry Intern based on their skills and project goals. Below is a prospective list of the potential work responsibilities to be considered.

1. Choir
  - a. Section Leader
  - b. Sing with the choir
  - c. Direct rehearsals and or sectionals
  - d. Lead vocal warm-ups
2. Instrumental Accompanist on piano or another instrument
3. Song Leader/Soloist
4. Meetings – Staff, Music Team, Arts Team, Special Events
5. Worship Service Planning – music selection, coordination with Worship Team & Spanish Speaking Team.
6. Music Program Development, scheduling and/or coordinating – manage a music group, lead a workshop, plan a concert/recital, manage scheduling of guest artists, rehearsal schedule, etc.

The scope of duties will be collaboratively outlined during the first month of the internship. The Director of Music and the Intern will meet quarterly. At the conclusion of the year, the Intern would have had opportunities to interact with the Senior Minister and the Ministerial Staff, the Director of Religious Education, and other staff and lay leaders.

## **About First Church**

The First Unitarian Universalist Church of Houston has over 300 members in the Museum District of Houston, Texas, with an average Sunday morning attendance of 250 (combined in-person and online). Over 40% of the congregation is new within the last 5 years with significant growth in members under 40 including many with children.

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation to work at the First Unitarian Universalist Church, Houston all staff members are expected to perform their job duties in accordance with Unitarian Universalist values, principles, and mission.

The following points, drawn from the Seven Unitarian Universalist Principles, are of particular importance for First Church's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.

- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty, and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.

- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization

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