



January 13, 2022

Chet Chwalik

Senior Minister:
Kevin Kitrell Ross

Senior Associate Minister:
Eric Ovid Donaldson

Board of Trustees:
Jia Smith
Cheyanne Harris
Carla Ruiz
Janet Buehler
Deborah Garcia
Cintia Garmatz
Dorothy Caston
Deanna Kigar

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www.unityofsacramento.com

Dear Chet:

It is my pleasure to extend the following contract to you on behalf of Unity of Sacramento.

Contract Position: Music Director

Reporting Relationship: The position will report to the Senior Minister.

Job Description: See attached.

Start Date: January 1, 2022

Compensation: \$1000.00 per month

Pay dates are on the 5th and 20th of each month. If the pay date falls on a Saturday or Sunday, the pay date will be moved to the Thursday before the pay date.

Unity of Sacramento shall not be liable for taxes, Worker's Compensation, unemployment insurance, employer's liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of Chet Chwalik in performing services under this agreement. All such costs shall be Chet Chwalik's responsibility.

Duration: This contract with Unity of Sacramento will last one year, is renegotiable within six months, and is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter (along with the final form of any referenced documents), represents the entire agreement between you and unity of Sacramento and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Unity of Sacramento. If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

Signatures:

A handwritten signature in black ink that reads "Chet Chwalik".

Chet Chwalik

The Reverend Kevin Kitrell Ross
Senior Minister
Unity of Sacramento

Unity of Sacramento's mission is to empower people to be a force for good in the world by awakening their divine nature.

Celebrating over 70 years of Faith, Vision, and Service

Job Description
Director of Music and Performing Arts (DMPA)

Objective:

Leads the Department of Music and Performing Arts in fulfilling the Senior Minister's Musical Vision for the Church.

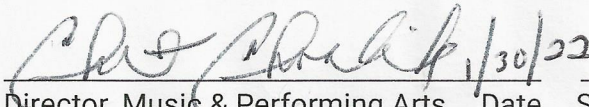
Duties:

- Responsible for process and project management, including documenting all regular service and event project plans and flow charts.
- Oversees all music involved in music performance representing Unity of Sacramento.
- Is the focal point for any active directors (e.g., Children's Choir), choir members, musicians, and any guest artists.
- Oversees all rehearsals involved (e.g., Expressions of Unity Choir, Chakra).
- Perform as necessary or when applicable (e.g., Sunday services, Wednesday Services, Special Performances/Shows). (Additional compensation for services other than Sunday services.)
- Oversees the expansion of the Department of Music and Performing Arts into additional opportunities as needed (e.g., Praise Team, Duets, guest artists, theatrical-related performances, etc.)
- Encourages new avenues of musical expression (e.g., original Gospel theatrical music, original compositions) to enhance the worship services.
- Assists with choral directing as necessary
- Oversees the budget, and ongoing revenues and expenses associated with the Department of Music and Performing Arts.
- Have weekly meetings and ongoing communication/meetings with Senior Minister, Sr. Associate Minister and music department staff (via phone, e-mail/text, Zoom or in person).
- Until otherwise noted, acts as accompanist for the Expressions of Unity Choir each weekly regular rehearsal (or oversees any existing piano accompanist, then accompanies the choir as necessary); assists as necessary with running choir rehearsals. Available if possible for additional rehearsals.

- Oversees any necessary communications, regarding maintaining a positive outside presence, including networking luncheons, etc.
- Encourages volunteering within the department.
- Familiarity with Finale music software. Create additional charts/lead sheets for services as necessary. (Additional compensation for events that involve more extensive chart development, orchestration, writing and arranging.)
- Has general knowledge of music theory, keys of music, rhythmic aspects.
- Is familiar with choral vocal parts and sections, proper blending, arrangements. Good communication skills; able to communicate well with the Choir officers, Voices of Unity, and any instrumentalists involved (e.g., Chakra).
- Assists with attracting and auditioning new choir members.
- Has general knowledge of diverse styles of music.
- Has thorough understanding of Unity principles.

Additionally:

- Oversees the music library (hard copies), including all charts, filing system, and the organization and ongoing maintenance of all files related to musical charts (delegates as necessary).
- Oversees the online music library, including database updates, web site maintenance, and online audio references.
- Works with any assistants regarding the maintenance of the music library.
- Regular transfer of digitized musical charts to Unity of Sacramento network drive (when available).
- Reports directly to the Senior Minister of Unity of Sacramento Church.



 Director, Music & Performing Arts Date 1/30/22 Senior Minister, Unity of Sacramento Date