

St. George's Episcopal Church

Position Description

(2/11/19)

Position Title: Music Director

Reports to: Rector

Position Objective: Develop and lead the music ministry for St. George's in consultation with the Rector.

Music is an integral part of the life of this parish. Under the leadership of the clergy, the position holder exercises an important ministry that reaches out to the staff, choir members, members of the congregation, and the community. The position holder must be able to recognize and facilitate the pastoral dimension and educational dimension of this position. A variety of traditions and styles in organ and choral music may be appropriate for the services, and the use of a variety of instruments may be expected.

The Music Director reports to the Rector, collaborates with the whole staff, supervises all musicians both professional and volunteer, and is the main contact for all musical dimensions of our parish life.

This position is regular part-time.

Duties and responsibilities of the Music Director

Music:

1. Provide musical leadership for St. George's regular Sunday worship services, including instrumental, choral and special music.
2. Provide musical leadership for special seasonal liturgies including Maundy Thursday, Good Friday, Ash Wednesday, Christmas Eve, Christmas Day and occasional special services.
3. Select Prelude/Offertory/Postlude whether organ or other instrumental.
4. Select congregational hymns that befit the season and feast day in cooperation with the clergy.
5. Coordinate instrumental, choral and vocal music at all liturgies.
6. Recruit, audition, and rehearse guest musicians (vocal and instrumental) and see that they are properly compensated.
7. Provide leadership for all weekly and special seasonal choir rehearsals.
8. Regular and methodical practice at piano and organ to maintain technical skills.
9. Regular searching out and reviewing of new repertoire, progressive new hymnody, worship arrangements and miscellaneous journals.
10. Possible recruitment of Choir Section Leaders (depending on financial resources).
11. Serve as musical consultant for weddings and funerals at St. George's. Plan and rehearse with soloists and instrumentalists.
12. Attend various musical activities to further professional skills and abilities.

Administrative/Professional:

1. Cooperate with the Employer in the area of general planning and leadership of the music program.
2. Function under the direct supervision of the Rector, in the absence of the Rector, the Rectors Warden.
3. Be responsible for the purchase of all music and music supplies, and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the church budget for the current fiscal year.
4. Attend regularly scheduled meetings of staff and other appropriate committees and, upon reasonable notice, attend such other committee meetings and social functions as may be necessary.
5. Proof hymns and other music related items in the Sunday bulletin or other bulletins for special services.
6. Maintain the music library in an orderly fashion.
7. Supervise maintenance and tuning of the Church organ and pianos.
8. Compile/write summary for the year's musical activities for parish Annual Report.
9. Secure competent and dependable substitute organists/directors as necessary for vacation and other absences.
10. Serve as general resource person for areas pertaining to music, liturgics and general ceremonial protocol.

Knowledge, Skills and Abilities

1. Bachelor's Degree in music or related field and/or 4 years of experience in liturgical or pastoral music ministry
2. Proficiency in organ and piano.
3. Fluent in liturgical worship settings (Episcopal Church, Evangelical Lutheran Church of America, Roman Catholic Church, etc.)
4. Welcoming disposition in interfacing with the St. George's community.
5. Effective communication skills, both oral and written.
6. Must pass background check and comply with safe church practices in accordance with Diocesan requirements.