

JOB DESCRIPTION  
HALF TIME DIRECTOR OF MUSIC & ORGANIST  
CALVARY EPISCOPAL CHURCH  
ROCHESTER, MINNESOTA

CONTACT INFORMATION

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ABOUT US

Calvary Episcopal Church is in the heart of downtown Rochester, Minnesota. Across from the world-renowned Mayo Clinic, Calvary is a spiritual oasis for numerous visitors from around the world. The oldest church in Rochester, Calvary is steeped in tradition drawn from the Anglican Communion and liturgical calendar. Our church is a vibrant, welcoming, and inclusive home to diverse families, couples, and individuals. We share a common bond to worship together in hospitality and grace. Our full parish life extends to outreach ministries that feed those inside and outside our walls. We share our open spaces by inviting all who are seeking a quiet and holy place and by encouraging their presence with summer music programs as well as other offerings. We share our interior spaces by providing seeker-friendly worship and spiritual programs throughout the week. In this context, the Director of Music and Organist will be a vital part of enhancing the core strengths of our church, providing the backdrop and design for the musical vitality of our life in worship and service to others.

SUMMARY

The Director of Music/Organist plans and executes music in all areas within the life of the parish, most importantly during worship.

ORGAN INFORMATION

The church utilizes a Robert Noehren organ with 4 manuals. A 2-manual harpsichord is also available.

REPORTS TO

The Rector

MUSIC MISSION

Music connects us to God and one another. Music can transform, inspire, comfort, and challenge us—both individually and collectively—and call us into a deeper connection to the Divine. It is said that through music, we “pray twice”.

Our music vision is grounded in five core values:

- Music is welcoming and participatory, embodying God’s radical hospitality
- Music supports our call to work for justice and embraces Calvary’s commitment to diversity, equity and inclusion
- Music deepens our worship experience, drawing us closer to God and one another
- Music is intergenerational
- Music fosters community and fellowship.

### *Being Welcoming and Participatory*

Music at Calvary is welcoming and participatory, embodying God's radical hospitality. We want all to feel welcome to participate in music and explore their own call to offer their gifts. People at all levels of proficiency and talent are invited and encouraged to participate in music through congregational singing, solo or ensemble vocal singing, bell choir, or instrumental music.

### *Supporting Calvary's Value of Being Committed to Diversity, Equity, and Inclusion*

As a faith community, Calvary is committed to diversity, equity, and inclusion. Our music program supports this commitment through music selection, and we strive to include music in outreach and partnerships with other faith communities, music groups, and service offerings. We seek to experience a diversity of musical experiences while also retaining and incorporating the long and rich history and traditions of the (worldwide) Anglican and (USA) Episcopal Church.

### *Enhancing Our Worship Experience*

Music offerings enhance our worship experience. Music helps us expand and deepen our connection with the Divine, both individually and collectively. Music is holistically connected with our worship services and other expressions of faith. It is a different form of prayer from our spoken words and can express a broad range of emotions. Music can direct us towards the God revealed to us through the Holy Spirit and in the person of Jesus Christ. It can connect us with our scripture and our liturgies in meaningful ways. It can inspire and comfort while transporting us to a different level of connection to the Divine.

### *Being Intergenerational*

We seek the faith formation of Christians of all ages at Calvary. Our music program provides opportunities and experiences for those from toddler to elder. Our music program helps develop children's faith, relationships with other youth and adults in our community, and musical skills. We encourage opportunities for multi-generational music offerings. While this position of DOM/Organist will work primarily with the adult Choir, they will interface with the Children's Choir Director, for whom we are also searching. These two people will work together in many ways.

### *Fostering Community*

Our music programs foster community in worship as well as other gatherings. We build collaborative relationships within ensembles as well as between musicians and the congregation. Our music programs help build connections and social bonds within Calvary.

### *Extended Ministry of Music and the Arts*

We intend to continue to enhance Calvary's unique opportunity (across from the Mayo Clinic) to invite people into a deeper sense of spirituality through the arts given offerings such as Choral Evensong, Advent Procession, and special concerts

## QUALIFICATIONS

Mastery of the organ and piano

Good knowledge of organ repertoire

Good knowledge of choral repertoire (adults, youth, and children)

Ability to work well with people of all ages, as a team player

Ability to work well with parish staff

Wholesome sense of the pastoral opportunities that are presented through music and the arts

## EDUCATION

Bachelor's degree in Music or equivalent work experience

## HOURS

Half time salaried position of no more than 20 hours per week.

## DUTIES AND RESPONSIBILITIES

### *Planning for Worship*

It is here that various forms of musical expression can be explored to compliment worship.

The Director prepares the musical portion of the weekly service, then passes it on to the Parish Administrator for announcements and printing. Every service that is celebrated requires planning for the liturgical flow. This includes hymns, anthems or solos, organ music, etc. The Director will meet regularly with the Rector, to plan liturgies and to help communicate other needs to the Choir and other musicians who will have a responsibility in the service. These plans should be settled well in advance of the service. All music should be well rehearsed. It will be the responsibility of the Director to update hymn boards as necessary. Development and planning for all supporting volunteers should be done on a quarterly basis.

### *Direction of the Choir(s)*

The Motet Choir of this parish exists to lead and enhance the worship of God. Other choirs may be formed at the discretion and direction of the Music Director. A special emphasis on including youth would be desired. These choirs need to be rehearsed and prepared so that what they offer is done with the highest level of excellence possible. This rehearsal will be done during the program year according to a schedule set by the Director. Current rehearsal schedule is ninety minutes weekly. Choir music will be chosen by the Director. It is expected that there will be a score study before each rehearsal.

### *Special Responsibilities*

The Director will see to the preparation of a budget, working with the Rector and Finance Team, and will submit that budget to the Treasurer, when requested, for the following year. The Director will see to the tuning, maintenance, and preservation of the organs, pianos, harpsichord, handbells, hand chimes, timpani, Orff Instruments and other musical instruments and equipment as needed. This maintenance will include regular attention to humidifiers in the choir room and the organ blower, as well as all Piano Saver Systems. The Director sees to the maintenance of adult choir robes. Oversight of the part of the building which houses the music program is also the responsibility of the Director, and any issues or needs should be reported to the Vestry representative for Building and Grounds. Other special duties include maintaining the music library which may require reporting texts and music to OneLicense such as when used in bulletins and live streaming. It will be required to obtain copyrights when necessary. When possible, the Director will make themselves available for planning funerals and weddings including meeting with the interested parties of those events. Payment for Funerals and Weddings is outside of the salary for the DOM, and will be paid by the parties involved.

### *Cooperation and Connectedness*

The Director will need to work well with all members of the staff and will seek to grow in cooperation and communication through regular staff meetings, joint efforts, sharing of plans and concerns, etc. The Director will communicate effectively and regularly with choir members. This includes weekly emails to the choir to give performance assignments. Other ways of communication can be explored. The Director as well as other staff members have the opportunity to meet with the Personnel Committee of the parish at least once per year to discuss any professional issues, including compensation. The Director will be strongly encouraged to maintain memberships and be an active participant in the following organizations:

- Southeast Minnesota Chapter, American Guild of Organists
- Rochester Area Chapter of Choristers Guild
- Association of Anglican Musicians

### *Benefits*

- A 9% pension contribution of the salary will be made by Calvary, through the Church Pension Group, to an investment program negotiated by the DOM and Episcopal Church Pension Group.
- Two weeks of vacation yearly.
- One week of Continuing Education yearly, budgeted in negotiation with the Vestry.
- Professional Fees will be paid by Calvary to the American Guild of Organists and Association of Anglican Musicians, and other organizations as needed.
- Use of Calvary facilities for private lessons (i.e., organ lessons).
- One day of sick leave a month, which may be accrued through one year.