



# St. John in the Wilderness

## POSITION DESCRIPTION

*(last modified on 08.05.2025)*

**Title:** Music Minister

**Status:** Salaried, part-time

**Immediate Supervisor:** Rector

## Objective

To fulfill God's mission for the Church by serving as Music Minister among the people of St. John in the Wilderness under the direction and supervision of the Rector. The Music Minister will serve as chief accompanist on organ and piano for all services and will provide guidance and support to volunteer musicians so as to offer music that is glorifying to God and edifying to God's people.

## Preferred Skills and Experiences

The following are the preferred skills/experiences for all applying for this position:

- Skill in playing both organ and piano for congregational worship;
- Skill in the training and direction of the Chancel Choir;
- Experience in coordinating the total music program, including Chancel Choir, Handbell Choir, Heartbeat Contemporary Band;
- Skill with selecting both Episcopal and non-Episcopal church music for worship;
- Skill in coordinating and cooperating with clergy as well as with both program and resource staff;
- Skill in being a graceful presence with parishioners and visitors to the church;
- Experience in developing annual budget for a parish music program;
- Experience in setting appropriate and realistic objectives for self and the various music groups for which responsible;
- Experience in purchasing music and related supplies within budget allocations;
- Experience in administering and caring for the music library, instruments, and other materials related to the music programs of the church;
- Experience in working with a Liturgy Planning Team

## Dimensions

It is expected that the Music Minister will work approximately 14 hours per week. Regular days/hours of work may be arranged with the Rector. When requested by the Rector, the Music Minister will attend and be prepared to provide information at bi-monthly Program Staff meetings, once-per-year Annual Meetings, and other occasions as requested by the Rector.

In coordination with the Rector, the Music Minister may attend conferences, seminars, retreats and workshops for continuing education, professional growth and the maintenance and improvement of skills required in the position. It is also expected that the Music Minister will take sabbath time for personal spiritual health. Such continuing formation will be financed by the parish with the permission of the Rector.

## Nature & Scope

The Music Minister is appointed by and accountable to the Rector. This position works with other staff members and lay volunteers, always with the goal of empowering others with the skills and information necessary to engage in the music ministry of the parish more fully. The Music Minister shall have the office equipment at their disposal for the discharge of their duties. The Music Minister shall also have full access to musical instruments of the parish and other music equipment to fulfill their work.

The Music Minister must be able to set goals, priorities, and manage projects that reflect program deadlines. The need to maintain strict confidentiality is paramount, whether privileged information comes directly because of the discharge of official functions or indirectly through informal channels. When in doubt, the information must be treated as privileged.

Beyond formal and informal training and experience, the Music Minister meets the expectations of this position through participation in staff meetings (when requested by Rector), collaboration with other members of the staff, supervisory guidance, and in-service training.

## Accountabilities

To achieve the objectives of this position the Music Minister shall:

1. Select and prepare music for all liturgies, both contemporary and traditional, in collaboration with the Liturgy Planning Team and the Rector;
2. Participate in the planning and preparation of liturgical celebrations (worship services, funerals, weddings, Lessons and Carols, seasonal services, special events, etc.);
3. Schedule ensembles and soloists for congregational worship;
4. Arrange for a supply musician when unavailable to lead the music at worship services;
5. Assist with the preparation of the Sunday worship bulletins as well as bulletins for other occasions;
6. Obtain, prepare and maintain the music library for liturgies;
7. Hold a weekly rehearsal for the Chancel Choir during the program year (mid-August through Feast of the Pentecost), providing appropriate direction;
8. Support other musical groups, including the HeartBeat Band, Chancel Choir, and Bell Choir;
9. Recruit, train, and direct other singers and musicians as helpful for the music program;
10. Serve as a musical resource for other ministry programs such as the Rising Generations program;
11. Develop a strong volunteer base of amateur and professional musicians that may be engaged for special services;
12. Maintain one's own professional competence through regular music practice as it relates to the liturgical needs of the parish;
13. Establish and maintain contact with resources both within as well as outside the parish community to facilitate the growth of new ideas;
14. Participate in Program Staff and Liturgy Planning Team meetings;
15. Arrange for the repair and tuning of the church's musical instruments;
16. Prepare annual budget for area of responsibility and administer expenditures of approved items;
17. Participate in Safeguarding God's People/Children (sexual abuse prevention training) as required by ECMN;
18. Adhere to St. John in the Wilderness Episcopal Church Policies and Procedures;
19. Perform other duties and assume other responsibilities as mutually agreed upon with the Rector.