

St. Michael's Episcopal Church Music Minister: Job Description

Job Title: Music Minister
Reports to: Rector
FLSA Status: exempt

The Music Minister is the parish's primary musician, providing organ music in worship, teaching congregational participation, directing the Choir, coordinating any additional musicians and/or ensembles, and administering the parish's music program.

Context for Ministry: All music ministry at St. Michael's will be conducted in a manner which first of all gives glory to God and supports the worship and spiritual life of the congregation. It is a mutual ministry shared by clergy, Music Minister, vocal and instrumental musicians. The overall liturgical planning and musical direction will be in accord with the rector's canonical responsibilities for the spiritual life of the congregation. The Music Minister will work in consultation with the rector in all liturgical planning capacities. A cooperative and collegial attitude is expected.

St. Michael's is seeking an individual in this part-time, salaried position with strong leadership aptitudes, who relishes the vocation of teaching and conducting. The individual will approach this position as a ministry, seeking to develop meaningful relationships with members of the choir and congregation, through the medium of music.

Essential Functions:

Playing and Directing:

- Provide organ music and direct the choir for the Sunday worship services. Select appropriate prelude, postlude, and offertory music for each service.
- Work with the rector to make weekly hymn selections. Meet with the rector on a quarterly basis for liturgical planning. This may include working collaboratively with the musicians of ecumenical or community partners for special worship events.
- Assist the congregation with learning hymns and liturgical responses throughout the year.
- Serve as leader of the Choir. Confer with the choir to schedule regular rehearsals. The Music Minister is responsible for continuing to develop opportunities for the choir, and recruit new members.
- Coordinate music during any choir hiatus.
- Work with current Youth Choir director for regular and effective participation in the Sunday liturgy.
- Provide organ and choral music for the following additional services during the year: Holy Week services, Ash Wednesday, Christmas Eve, and designated feast day services.

- The Music Minister shall have first refusal for weddings and funerals, and will be compensated separately for those services.
- If not available for principal Sunday services, the Music Minister will be responsible for acquiring substitute musicians.
- Supervise any paid musicians such as vocalists on a regular or special event basis. Ensure that their demeanor is respectful to worship setting.
- Maintain musicianship through instrument practice and continuing professional education.

Music Program Administration:

- 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. Provide updated accounting of all expenditures.
- Maintain the music library in an orderly fashion and maintain, at the church's expense, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles.
- Abide by all copyright regulations.

Qualifications:

- At least 2 years of experience as organist and/or choir director.
- Extensive study at college or university level, or privately with organists holding AGO certification.

Core competencies:

- Musicianship in organ playing consistent with the repertoire of Episcopal hymnody and goals of liturgical music at St. Michael's. Able to accompany hymns to enhance and support congregational singing.
- Demonstrated reliability and punctuality, and preparedness for scheduled meetings, services, and rehearsals.
- Demonstrated working knowledge of liturgical worship and resources (Episcopal preferred.)
- Demonstrated ability to plan, rehearse and present choral repertoire within worship setting.
- Skillful communicator of all musical aspects of worship and its role within the liturgy.
- Demonstrates pastoral sensitivity to interpersonal relationships, and displays a collegial and professional manner with all.
- Working knowledge of computer software tools for programs and music notation software.

Physical Requirements and working conditions:

- A professional organist must have the needed dexterity and coordination to play the appropriate repertoire at the instrument and to direct others musically.

Resources:

St. Michael's has a Schantz two-manual pipe organ located in the rear gallery and choir loft of the church.

The spinet piano in the choir room can be rolled into the church as needed. There is a Steinway upright piano in the undercroft.

A set of Schulmerich handbells has been used by the bell choir in the past. There is also a large library of handbell choir music.

The choral music library is large and contains standard fare. In addition there is a very large collection of original compositions of service music, psalm responses, and hymns for special occasions.

Application Deadline: Monday, April 9, 2018

To Apply: Please submit a resume and cover letter to The Rev. Beth Magill, rector@stmichaelsarlington.org