



St. James Episcopal Church
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Position Description: Music Director/Organist

The Music Director (Director) serves as both parish organist and choir director. Reporting to the Rector, the Director leads and nourishes an existing music program that is inviting and accessible to the parish community. Major responsibilities include leading the adult choir and the children's choir and providing organ and piano music during worship services.

Experience/skills required for this position include, but are not limited to:

- 1) Competency with organ.
- 2) Choir and/or choral group director experience.
- 3) Ability to work well with others and to be self-motivated.
- 4) Enthusiasm for working in a choral setting with both children and adults.
- 5) Understanding of the importance of music as part of the church's ministry, spiritual life and outreach.

Responsibilities of the position include the following:

- ◆ Lead, work with, organize, and rehearse choirs.
- ◆ Play organ and piano at Rite Two Sunday (10AM) and special worship services.
- ◆ Select liturgical music (from the 3 Episcopal Hymnals), choral anthems, and organ preludes and postludes.
- ◆ Coordinate with local musicians, recruiting instrumentalists, additional vocalists to enrich special services.
- ◆ Provide occasional choral news for parish newsletter.
- ◆ Arrange for tuning of piano and organ as needed and budgeted.
- ◆ Prepare annual budget request and manage budget.
- ◆ Maintain and add to the parish music library.
- ◆ Maintain licenses, registrations at publishers.
- ◆ Meet monthly with Worship Committee and semi-monthly with Rector.
- ◆ Maintain reasonable availability through email.

The Director works 50 Sundays of the year from approximately 9:30 - 11:30 AM as well as for Christmas Eve services and a maximum of 3 "special programs" as assigned by the Rector and/or Vestry (i.e., Santa Lucia, a community-wide songfest, etc.). Additionally, the Music Director leads for approximately 30 weeks a year (excluding summer) a weekly choir rehearsal on a day to be mutually agreed in advance, but not usually on Sunday. Should there be a need for the Parish to employ the services of the Director at other times (weddings, civil unions, funerals, etc.) mutually agreed compensation for that occasion will be determined in advance.

Salary commensurate with experience.