

# St. Thomas Episcopal Church

## Battle Creek, Michigan

### **Position Description**

#### **Director of Music**

##### Essential function:

Provides leadership to liturgical music programs of the parish, including regular and special worship services, funerals, weddings, and other special events as arranged. Serves as parish organist and director of adult and treble choirs.

##### Regular duties:

1. Provides organ and piano music in a professional manner for all worship services and all seasonal and special services, currently:
  - a. One service of Holy Eucharist weekly on Sundays
  - b. Six to eight special services of Evensong annually
  - c. Additional Holy Week services annually: Maundy Thursday, Good Friday, and Easter Vigil (Saturday evening)
  - d. Two services on Christmas Eve; one service on Christmas Day
  - e. The choirs sing September through June. Guest solos/ensembles and/or additional keyboard music is arranged by/performed by the Director in the summer months.
2. Provides organ and piano music for weddings and funerals and oversees selection of guest and substitute musicians as needed.
3. In consultation with the rector and/or other designated leaders, facilitates the congregation's participation in congregational singing through thoughtful selection of appropriate musical choices and providing occasional teaching and/or support of vocal production.
4. Schedules and rehearses church choirs in advance of regularly scheduled services.
5. Encourages the musical talents and participation of members of the congregation in collaboration with the rector and worship team.
6. Arranges for a substitute organist or pianist when absent for church services, notifying the church office in advance.
7. Monitors and schedules appropriate organ and piano maintenance as provided for in the annual church budget.
8. Develops an annual music budget request in consultation with the rector.
9. Facilitates the search and selection of paid choir section leaders as needed.

##### Preferred qualifications/experience/abilities

- Three years' experience as a church musician
- Organ performance competency at the AGO Service Playing Certificate level (actual certification not required)

- Familiarity with liturgical worship patterns and familiarity with Episcopal/Anglican music traditions
- Familiarity with standard North American hymnody/mainline protestant/Roman Catholic church music
- Ability to use standard office systems, email, and internet services and music notation software.
- Interpersonal communication skills that demonstrate professional, respectful, and friendly demeanor and attitude
- Experience with musical leadership involving children and/or youth

Reports to:

Rector (senior pastor) or senior warden if the office of rector is vacant

Work hours:

16 to 20 hours weekly, to be arranged and flexible to meet the needs of this ministry.

Compensation and leave:

\$30,000 annually, with additional compensation provided by funerals and weddings directly from the families served. The Director has the right of first refusal for all funerals, weddings, and other special services held in the parish and receives a bench fee when approving substitute musicians if the Director is otherwise available and willing to play for such services. The Director shall be permitted to use the church's instruments and building space for the provision of private lessons, subject to the needs of the regular ministries of the church and other building use considerations at no charge.

The Director will be eligible for financial support of professional/continuing education opportunities upon application to the rector.

Four (4) Sundays of vacation along with the associated weeks are provided at regular compensation, along with one (1) Sunday and associated week to attend professional/continuing education annually. Schedule/time away is subject to the rector's advance approval.

#### **TO APPLY:**

Please email [stthomasbc16@gmail.com](mailto:stthomasbc16@gmail.com) with the following materials:

1. Resume
2. Cover Letter
3. Audio or video file (or link to an online site) demonstrating the applicant's organ performance ability
4. Video file (or link to an online site) demonstrating the applicant's choral conducting ability

Applicant review will begin on June 16 and continue until the position is filled.