

POSITION DESCRIPTION

Organist – Choir Director

Revised June 2011

SELECTION:	Hired by the Rector with input from the Worship Committee and approval of the Vestry.
TERM OF OFFICE:	Yearly position, renewable annually.
ORGANIZATION RELATIONSHIP:	Reports to the Rector and the Worship Committee
RESPONSIBILITY & AUTHORITY:	Responsible for directing and rehearsing the Choir and for providing music throughout the year. Has direct supervision of any paid section leaders and music related budget
TERMS OF EMPLOYMENT:	Has responsibility for music at every 10:30 service, Christmas Eve Midnight Mass, the Great Vigil of Easter, the 8 am Easter service and for additional services as arranged.
SALARY & BENEFITS:	\$10,000 - \$14,000 commensurate with education and experience 5 Sundays per year of leave Additional fees for weddings and funerals within AGO guidelines Use of parish instruments for private instruction
GENERAL DUTIES:	Provides instrumental music for the worship services at St. Paul's; recruits, rehearses and directs the performance of the Choir; selects and schedules music portion of the worship services in consultation with the Rector or the Rector's designee.
SPECIFIC DUTIES:	<ol style="list-style-type: none">1. To select, purchase, and inventory music<ol style="list-style-type: none">(a) Purchase instrumental and choral music and supplies for use at St. Paul's services(b) Maintain the music library in an orderly fashion with a suitable number of copies of musical pieces to enable performance of those pieces(c) Select appropriate music for each service(d) Secure licensing for music to be duplicated2. To recruit, train and direct the Choir<ol style="list-style-type: none">(a) Rehearse the Choir weekly during the regular church year (Sept.-June), and as needed for special musical events that require additional preparation(b) Direct the Choir when it performs(c) Responsible for leadership of the Choir(d) Interview, hire, and arrange for payment (as budgeted and approved by the Vestry) of any section leaders3. To provide music for worship services<ol style="list-style-type: none">(a) Play the organ and/or piano for the 10:30 am Sunday service

- (b) Play music at additional services throughout the year as specified, eg. Christmas Eve
 - (c) Arrange for additional musicians as appropriate
 - (d) Arrange for a qualified substitute for times of leave
 - (e) Coordinate with other musical groups at St. Paul's
 - (f) Assist/advise the Worship Committee on the maintenance of the organ and church pianos
 - (g) Assume first right of refusal to provide music for weddings and funerals requiring organ/piano music (compensation to be negotiated among the parties involved), and in the case of refused funerals, assist in arranging a substitute
4. To communicate with the staff and committees responsible for music and worship at St. Paul's
- (a) Cooperate with the Rector and Worship Committee in the area of general planning and leadership of the music program
 - (b) Assist yearly in the preparation of a music budget to include the items below, and then operate within this budget
 - i. Printed music
 - ii. Instrument maintenance
 - iii. Choir section leaders
 - iv. Substitutes
 - v. Licensing fees
 - vi. Guest musicians (In addition to the annual budget, separate funds are available for 'music enhancement.'
 - (c) Attend weekly staff meeting
 - (d) Attend Worship Committee meetings
 - (e) Submit an annual report
5. To communicate with musicians outside the parish
- (a) Act as parish liaison with outside musicians seeking to use parish instruments or space for practice or performance
 - (b) With assistance from other St. Paul's musicians, arrange performers for First Thursday Concert Series (October – June)

DESIRED EDUCATION
AND SKILLS:

1. Bachelor or higher degree in music performance
2. Strong proficiency with organ and piano and experience in both performance and accompaniment
3. Familiarity with Episcopal/Anglican musical and liturgical traditions and congeniality with Episcopal/Anglican teaching
4. Experience in choral direction
5. Familiarity with and ability to perform and direct a broad range of musical traditions
6. Ability to teach new music to a congregation and to help expand its musical expression