

ST. MARY THE VIRGIN
EPISCOPAL CHURCH
JOB DESCRIPTION

Position: Director of Music/Organist
Status: 35 - 40 hours per week
Supervisor: Rector

The Church of St. Mary the Virgin is seeking a Director of Music/Organist who is committed to using the ministry of music, at the highest standard, to build the community of faith.

Overall Function:

The primary function is to lead the music ministry at St. Mary's, enhancing worship, teaching liturgical music skills, and maximizing participation among the congregation. This is accomplished by planning, developing, and implementing the music for services; by training and directing two choirs; by planning, implementing and developing a concert series; and by undertaking a number of smaller tasks to draw parish members into, and educate them about, the music program.

Responsibilities:

1. Plan music and play organ for all regular and festival services. This includes researching and selecting hymns, service music, and anthems for the liturgy.
2. Play organ for weddings and memorial services, as schedule permits (fees commensurate with prevailing rates may be charged for weddings, as well as for memorial services for persons who are not members of the congregation, when appropriate).
3. Develop choir programs and direct choir members in rehearsals and services.
4. Supervise children's choir director.
5. Organize concert series, planning performances, contacting musicians, supervising publicity, and overseeing the performance.
6. Oversee "Friends of Music" budget.
7. Supervise maintenance of organ and other instruments.
8. Oversee music library.
9. Prepare order of service for bulletin.
10. Adhere to established policies and procedures.
11. Perform other duties as assigned.

Professional Qualifications:

- Mastery of organ performance and choral conducting
- Degree in music or the equivalent (e.g., Associate of the American Guild of Organists)
- Experience as an organist and choir director
- Passion for working with young people
- Strong background in Anglican music and liturgy
- Computer literacy; familiarity with music-writing software (MSOffice/Desktop Publishing) a plus

Personal Characteristics:

- Ability to impart high standards to choir and other participants in music ministry in an affirming manner
- Ability to reach out to include a broad range of congregation members in the music ministry, at varying levels of proficiency and commitment
- Interest in traditional Anglican music, and also in less traditional forms of liturgical music, and desire and ability to experiment
- Dedication to collaborative and collegial ministry
- Desire to maintain and improve own music and playing skills on a constant basis