

St. Mark's Episcopal Church Job Description

Title: Minister of Music

Date: April 2021

Reports to: Rector

Prepared by: Personnel Committee

Summary

The St. Mark's Minister of Music is responsible for coordinating all aspects of music used in worship, as well as other church activities, under the sole direction of the Rector. Areas of responsibilities include playing the organ and/or piano for church worship services and functions; serving as choir director; and consulting and collaborating with the Rector, clergy, Director of Lay Ministry (DLM), Finance Team and/or Worship Team on music matters in the church.

St. Mark's is one ministry, with many parts, all working together to serve our community. Music is integral to that ministry. To accomplish service to our parish and broader community, our lay ministry structure is composed of many ministry teams – of which music is a part. This Ministry Council meets at least twice per year, while staff meetings occur monthly, as well as on an as needed basis. The Minister of Music participates in all such meetings.

Duties and Responsibilities

- Serve as church organist.
- Serve as choir director.
- Encourage and nurture participation of church members in vocal and instrumental choir roles, embracing a wide range of musical abilities and offerings and a willingness to lovingly coach and coax.
- Build a music ministry that is responsive to and reflective of the diverse range of Anglican church music and encompasses the musical desires of the parish and broader church community while coordinating with the Episcopal Liturgical Calendar of specific seasons, holy days and appointed lectionary scripture readings. The yearly published Episcopal Musicians Handbook is a key resource.

- Engage with the community in the creation of music programs and offerings, e.g. the annual Friends of Music recitals, and special groups for occasional services participation.
- Model and teach appropriate lay decorum within the choir and the broader community.
- Conduct weekly choir rehearsals and special sessions as needed.
- Recruit, audition, rehearse and direct both volunteer and a limited number of paid choir members. (NOTE: Hiring of paid choir members requires prior approval of the Rector.)
- Secure the services of additional choir members and/or musicians for special occasions as needed. At the approval of the Rector, hire and supervise paid vocal or instrumental musicians.
- Ensure that church-established employment guidelines and procedures are followed.
- Ensure the proper condition of the church organ and piano by obtaining regular and appropriate tuning and maintenance. (NOTE: Estimates for such maintenance should be presented to the Rector in advance.)
- Attend The Ministry Council meetings (2x per year); staff meetings (monthly); and Worship Committee (monthly during the program year).
- Keep abreast of the diverse and growing field of church music through regular, diligent practice and involvement in appropriate continuing education.
- Demonstrate skills with technologies that support streaming and virtual choir participation and musical recording for use in live or recorded streamed services and other church programs.
- Submit specific requests for assistance in funding of continuing education efforts to the Rector in concert with the Finance Team on a case-by-case basis.
- Develop and manage the annual music budget including the costs of music, musicians, vestments, supplies, and when approved - choristers.
- Maintain proper choir attire and order in the vesting rooms.
- Maintain an organized music filing system.
- Maintain an up-to-date list of available area substitute organists.

Required Knowledge, Behaviors, Skills and Abilities

- Collegial and cooperative approach to shared ministry.

- Demonstrated proficiency in organ and piano musicianship.
- Demonstrated competence and experience in directing church choirs.
- Familiarity with the Episcopal liturgy.
- Strong communication and interpersonal skills.
- Digital, virtual and streaming literacy and skill with the technologies that support a broad range of liturgical and program uses for music.
- Familiarity with Rite Song, One License or equivalent.

Required Education, Licensing

- Bachelor's Degree in Music – sacred music preferred.
- Significant experience as a church musician and choir leader.

Background check and required Diocese of Virginia Prevention of Sexual Misconduct Training to be conducted.

Opportunities for other income:

The Minister of Music is paid \$200 per non-member wedding service and an equal amount for non-member funerals.

Other Information:

10 -15 hours per week

Vacation as per the Personnel Manual

Pay range - \$24 – 30,000 annually

Hire Date – mid July 2021

How to apply:

To apply please submit the following via email to Director of Lay Ministry (dre@stmarksrva.org)

Cover letter, resume, and contact information for 3 work references.
Review of applications will begin on May 4.

