

## **Grace Episcopal Church Position Description**

Position Title: **Parish Musician**

Reports to: Rector/Interim/Priest-in-charge

Prepared by: Interim Rector

Approved by: Wardens

FLSA Status: exempt

August 2018

August 14, 2018

**Context for Ministry:** All music ministry at Grace Episcopal Church will be conducted in a manner which first of all, gives glory to God and supports the worship and spiritual life of the congregation. Ideally, it is a mutual ministry shared by clergy, Parish Musician (PM), vocal and instrumental musicians. The overall liturgical planning and musical direction will be in accord with the Rector's canonical responsibilities for the spiritual life of the congregation, the Letter of Agreement for the Music Director, and may also include the counsel of a worship or liturgical planning group of the congregation. A cooperative and collegial attitude is expected.

**Summary:** The Parish Musician (PM) is the parish's primary musician, providing organ music in worship, directing the Choir(s), coordinating any additional musicians and/or ensembles, supervising paid and volunteer music program support staff, and administering the parish's music program. This position is at least 30 hours/week.

### **Essential Functions:**

Playing and Directing:

- As a musician, will be diligent in preparation and performance, and will cooperate with others to provide and enable the highest possible standard of worship at Grace Church.
- Provide organ music and direct the choir at Sunday worship service, currently one primary service of Holy Eucharist. Select appropriate (prelude, postlude and offertory) music for each service. The PM is responsible for selecting hymns and service music, if the Rector so desires, or may work with a planning group. May include working collaboratively with the musicians of any ecumenical or community partners for special worship events.
- Lead and direct the Grace Choirs. Normally, one weekly rehearsal (or as otherwise specified) with each choir. The three choirs are currently the Schola (children's choir), the Madrigals (high-school age choir), and the Adult choir.
- Coordinate music during any choir hiatus.
- Provide organ and choral music for the following additional services during the year: Holy Week services, Ash Wednesday, All Saints/All Souls Evensong, Lessons and Carols, and Christmas Eve, and special services as may arise.
- Maintain musicianship through instrument practice and continuing professional education.
- Attend regularly scheduled meetings of staff and other appropriate committees and, upon reasonable notice, attend such other committee meetings as may be necessary.
- The PM shall have first refusal for weddings and funerals and will be compensated separately for those services. Wedding music will be in accordance with the current guidelines for weddings at Grace. The PM shall, in any event, supervise all music presented at weddings and funerals, whether or not the PM performs personally at said weddings. If the PM is not

available, he/she shall assist in the hiring of substitute musicians for weddings and funerals. The services of other organists may be used only with the permission of the PM.

- Supervise any paid musicians such as vocalists on a regular or special event basis. Ensure that their demeanor is respectful to worship setting.

### **Music Program Administration:**

- Provide direct supervision for any paid or volunteer music program support staff, e.g. librarian or choir administrator(s), including annual ministry reviews to be coordinated with the Rector. All personnel issues and needed actions will be coordinated with the Rector who is the overall supervisor of all Grace staff.
- Be responsible for the purchase of all music and music supplies, and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the church budget for the current fiscal year. The budget in fiscal year 2018 for these expenses is \$1,000. The PM shall be authorized to approve spending decisions in accord with any designated or restricted Special Music Funds.
- Maintain the music library in an orderly fashion and maintain, at the Employer's expense, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles.
- Shall make any necessary arrangements for the budgeted care and maintenance of the instruments of Grace Church. If, as with the current incumbent, the ability to tune a pipe organ or harpsichord are part of the skill set of the employed, such savings can then be credited to ongoing restoration and long-term maintenance of the instruments. This is not, however, a requirement of the position if it is not a comfortable part of the PM's skill set.

### **Qualifications:**

- Master's Degree in Church Music, Organ Performance or a related musical discipline.
- At least 2 years of experience as organist and/or choir director.

### **Core competencies:**

- Musicianship in organ playing consistent with the repertoire of Episcopal hymnody and goals of liturgical music at Grace Church. Able to accompany hymns to enhance and support congregational singing.
- Demonstrated reliability to be on-time and prepared for scheduled meetings, services and rehearsals.
- Demonstrated working knowledge of liturgical worship and resources (Episcopal preferred but includes Roman Catholic and Lutheran worship,)
- Demonstrated ability to plan, rehearse and present choral repertoire within worship setting.
- Skillful communicator of all musical aspects of worship and its role within liturgical worship in general.
- Collegial manner and attitude with amateur and professional musicians, parishioners of all ages, clergy and any other staff persons.
- Demonstrates pastoral sensitivity in interpersonal relationships within the church setting including active listening, openly accepting criticism, and discerning if and how to respond.

- Working knowledge of computer software tools e.g. for service leaflets or programs and music notation software.
- Appropriate use of humor is a plus.

**Physical Requirements and working conditions:**

- A professional organist must have the needed dexterity and coordination to play the appropriate repertoire at the instrument and to direct others musically i.e. highly functioning mentally and physically.
- Choir rooms, musician's office, and some organ chambers are accessible only by stairs.

**Date Effective:** August 14, 2018. The Position Description reflects the Parish Musician position as of this date, effectively updating and superseding any previous position descriptions.