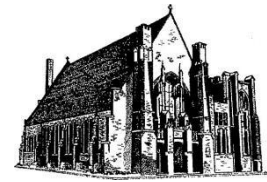


# Christ Church Episcopal Organist and Choirmaster



**Policy:** IX. H.

**Classification:** Part time

**Supervises others:** Yes

**Reports to:** Priest

**Initiated:** 10.17.21

**Position Purpose:** To serve Christ Church as lay minister, educator and principal Parish musician, providing music and music leadership for Sunday services, Holy Week, Christmas and additional services customary to the Parish's liturgical cycle.

## **Essential Responsibilities:**

- Plan musical services in conjunction with Priest, Music and Liturgy Committees and others as needed.
- Recruit, lead, educate and rehearse choir, instrumentalists and Choral scholars.
- Facilitate development of special music programs and coordinate musical events with outside musicians.
- When absent, provide for appropriate substitute musician to fulfill these requirements.
- Provide or arrange provision for music at weddings and funerals conducted in the parish and consult and advise parties as necessary to achieve liturgical aims of the services.
- Seek vestry approval before allowing outside persons into the church or planning special projects.
- Maintains organ, equipment and music library in good operating condition, neat and orderly.

## **Administrative Duties:**

- With Priest, establish an annual music calendar for liturgical events.
- With Priest, recruit and employ other musicians as required to meet liturgical needs of the parish.
- With Priest, lead recruitment, interviewing and screening of instrumentalists.
- Participate in budget development, implementation and management of musical programs.
- Administer expenditure of the music budget and provide accounting for funds to Priest, Vestry and other financial officers designated by Priest to receive such information
- Attend committee meetings as designated and work cooperatively with other staff to further the mission of the church.
- Support other ministries of the church and other needed duties as assigned by the Priest.
- Review and update job description annually or as needed with Priest approval.

## **Essential Qualifications:**

- Bachelor's degree in music, four years of organ instruction and four years' experience working in a liturgical church or comparable setting. (Desirable but not required).
- Some knowledge of the Episcopal Church, its worship style and tradition.
- Ability to utilize Microsoft Word, Excel, Google Docs and social media to accomplish tasks
- Knowledge, certification and application of safeguarding principles.
- Ability to work with clergy, staff, parishioners and others.
- Ability to work independently.
- Consistently meets deadlines and can multitask.

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