

DIRECTOR OF MUSIC

Purpose: To provide vocal and/or instrumental music for parish worship services, other sacramental occasions, parish events, and concerts, and to assist the Rector in liturgical planning, education, and execution.

Reports to: Rector for programming/liturgical matters, Parish Administrator for other staff responsibilities.

Annual Review: Rector in consultation with Parish Administrator

Paid Position? _____ **Full time** _____ **Part time** or _____ **Ministry**

Specific Responsibilities of this Position include:

Musical Responsibilities

- As principal musician of the church, the Director of Music (DoM) will coordinate all music provided for worship services, special sacramental occasions, and parish events or concerts.
- The DoM will provide organ music and direct the choir(s) at the (***list services***) regularly scheduled on Sunday mornings and shall select appropriate organ and choral music for each service.
- The DoM will provide organ music for (*list any other services here*)
- The DoM will hire substitute musicians for vacation or other services scheduled outside of the DoM's times of work or availability.
- The DoM will develop, direct, accompany and provide leadership and ministry to the following choirs/ensembles: (***list here***)
- The DoM will rehearse weekly (or as otherwise specified) with each of the groups. The majority of these groups do modified practice schedules (or cease practice) during the summer months, resuming practice on (***date***)
- The DoM will provide music for funeral services held on the Church premises if the funeral is during the DoM's work week or if the DoM is otherwise available at the time of the funeral. If the DoM is not available, he/she shall assist in the hiring of a substitute musician. Provision in the annual budget will be made for the hiring of these substitute musicians.
- The DoM will provide music at all weddings requiring organ music held within the Church. If the DoM does not play based on the request of the wedding party, the DoM will receive the normal fee. The services of other organists may be used only with the permission of the DoM. The DoM will receive an agreed upon fee for a short program of music preceding wedding ceremonies and for performing during the ceremony. Additional remuneration shall be made if special music, and/or rehearsal and performance with additional musicians is required. If the DoM is not available, he/she shall assist in the hiring of a substitute musician.

Miscellaneous Responsibilities related to Music Program:

- Be responsible for the selection and purchase of all music and music supplies.
- Within budget limitations, be responsible for the hiring of instrumental and vocal soloists.
- Maintain the music library in an orderly fashion and maintain, within budget limitations, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles.
- The DoM shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Church or its affiliated organizations to liability for penalties under existing or future copyright laws.
- The DoM shall obtain, on behalf of the Church, all necessary permissions and authorizations prior to any reproductions of copyrighted materials.
- The DoM shall provide opportunities for the choir(s) to attend and/or participate in festivals or concerts with other choirs or music directors.
- Direct upkeep and maintenance of all parish instruments.
- Supervise maintenance, storage and cleaning of choir robes.

Other Responsibilities:

- Develop and manage the music budget including instrument maintenance costs, choir expenses, musician compensations (paid vocalists, instrumentalists, or substitute musicians), and other music needs.
- Attend weekly staff meetings.
- Attend Worship Committee meetings; provide assistance to other Worship ministries in preparing annual budget proposals and budget management.
- Encourage the on-going spiritual development and education of persons engaged in music ministry.
- Regularly engage in personal continuing education in areas related to music ministry and music competencies.
- Employee must abide by all church policies including but not limited to those related to confidentiality, computer usage, personnel policies, facilities usage policies, finance policies, and Diocesan required policies for the protection of children and other employees.
- Regularly engage in opportunities for personal, spiritual, and professional development.
- Participate in continuing education experiences as needed and approved. Generally these items are budgeted in advance for each calendar year.
- Participate in the life of the staff by attending staff retreats, special events (holiday parties, luncheons, etc.).
- Represent the church in a positive, friendly manner, always working to enable the many and varied ministries of our parishioners.