

Position Description

Saint Mary's Episcopal Church -

Position Name: Music Director – Permanent ½ time position

Position Hours: 20 hours per week

Salary: Commensurate with experience

Pension Plan, FICA, vacation, paid holidays, paid disability insurance

Reports To: Priest in Charge

Direct Reports: One Musician

Responsibilities:

The Music Director at St Mary's leads the congregation in worship through music. The Director encourages the congregation's participation through singing and the offering of other musical gifts and provides joyful, competent and appropriate musical leadership. To accomplish this the director works in consultation with the Priest in Charge, and with input from the Deacon, liturgy teams, and music teams, direct the music program at Saint Mary's Episcopal Church. Duties include:

- Engage with the congregation through vital, meaningful music and with the goal of praising God in the context of community worship
- Choose and arrange hymns and musical selections for worship services throughout the liturgical seasons of the church year (Advent, Christmas, Epiphany, Lent, Easter, Pentecost, Ordinary Time), and for weddings, funerals and special services
- Direct and rehearse the Saint Mary's Choir and 9am Music Team (including singers and instrumentalists)
- Provide organ and piano accompaniment for 9am and 11am services
- Lead the congregation as 'Song Leader' for all 9am services
- Provide content for the weekly worship bulletins
- May direct a youth choir, bell choir, etc.
- Participate in liturgy planning meetings for both services
- Oversight of the music budget
- Oversight and care of the church organ and pianos
- Organize and maintain the music library (hard and electronic copies of music, etc.)
- Manage St. Mary's music venue rentals
- Maintain copyright permissions and subscriptions, usage reporting, etc.

Education, Experience, Knowledge, Abilities, Skills:

- Master or Doctorate level degree in music preferred. Bachelors with experience considered.

- Professional-level competencies and experience in organ and piano. Ability to play other instrument(s) also desired.
- Professional-level competencies and experience in directing choral, music groups, and ensemble
- Professional level competencies and experience in musical arrangement
- The ability to work in a team environment
- The ability and skill to work with and coach a volunteer choir and a band
- Familiarity with the Episcopal Hymnal and The Book of Common Prayer
- Familiarity with contemporary worship, popular, and world music
- Ability to meet weekly deadlines

Nature & Scope:

The Music Director:

- Functions under the direct supervision of the Priest in Charge
- Is a member of the Saint Mary's ministry team
- Participates in liturgy group meetings
- Works directly with musicians, volunteer choir, and instrumentalists
- Encourages members of the congregation to join the various musical groups
- May participate in music-related activities within the Episcopal Church in Minnesota
- Participates in continuing education workshops and seminars for professional growth and the benefit of the congregation
- Possesses spiritual maturity and vocation to serve God through parish leadership.

Additional Remuneration:

- The Music Director may receive additional remuneration for providing musical consultation and organ and piano accompaniment for weddings and funerals and paid for by the requestor.

Additional Notes:

- The Music Director will plan, direct, and provide musical accompaniment for the 9:00 a.m., 11 a.m and combined services. Sunday services. In addition, the Music Director will plan, direct, and provide musical accompaniment as needed for special services as outlined below: Ash Wednesday, Maundy Thursday, Good Friday, Saturday Easter Vigils, Christmas Eve, Christmas Day.
- The Music Director receives 40 hours of paid vacation time per year. Vacation may not be taken on Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Vigil, Easter Day, Pentecost, Rally Sunday, Christmas Eve, and Christmas Day except under special circumstances to be determined at the time of the request.
- No more than 3 Sundays in a calendar year may be taken as vacation time. Requests for Sunday vacation time must be made at least 2 weeks prior to the date. The Music Director is responsible for setting up coverage for Sunday services when on vacation on a Sunday.

Time Off - Holidays:

The Music Director will receive the following United States National Holidays as paid time off prorated at 4 hours per National Holiday:

Tuesday, January 1	<u>New Year's Day 2019</u>
Monday, January 21	<u>Martin Luther King Day 2019</u>
Monday, February 18	<u>Presidents Day 2019</u>
Monday, May 27	<u>Memorial Day 2019</u>
Thursday, July 4	<u>Independence Day 2019</u>
Monday, September 2	<u>Labor Day 2019</u>
Monday, October 14	<u>Columbus Day 2019</u>
Monday, November 11	<u>Veterans Day 2019</u>
Thursday, November 28	<u>Thanksgiving 2019</u>
Wednesday, December 25	<u>Christmas Day 2019</u> (taken as an alternate holiday)

Professional Development Leave:

The Music Director may have 5 days of paid professional development time. Professional Development time may be taken in increments or the entire 5 days at one time. Professional Development leave time must be approved by the Priest in Charge.

Monetary Resources for Professional Development:

The Music Director will receive up to five hundred dollars (\$500) in reimbursements from Saint Mary's for Professional Development for 2019.

Additional Remuneration: The Music Director has the right of first refusal to play at weddings and funerals. The Music Director may receive additional remuneration for providing musical consultation, and organ and piano accompaniment for weddings and funerals. Remuneration will be paid directly to the Music Director by the party requesting the Music Director's services.