

Job Description

St. Matthew's Director of Music

Overview:

The Director of Music (DoM) is a part-time staff member who will collaborate with the Rector to craft and lead music that gives breath and voice to St. Matthew's mission.

Essential Duties and Responsibilities:

The liturgy of St. Matthew's Episcopal Church is also the "work of the people," and therefore a full and faithful expression of the community's gifts, prayers, and praise to God. Music is not merely an accompaniment to the rites of worship set forth in the Book of Common Prayer but is integral to them. Moreover, the music of the church is not only the offering of the musicians but also incorporates the whole worshipping community, collecting its prayers in melody, rhythm, and verse. Finally, just as the Body of Christ finds unity by sharing one bread and one cup in the celebration of the Holy Communion, the unity of the Body of Christ is served and symbolized by collecting the worshipping community in one voice and song, all in praise of God through Jesus Christ, in the power of the Holy Spirit.

For these purposes, the Director of Music shall have the following responsibilities:

- As the principal musician of the church, the DoM will coordinate all music provided for worship services, special liturgical occasions, and parish events or concerts.
- The DoM will provide organ music, direct the choir(s) at the 8a, 10a & 5p regularly scheduled Sunday liturgies, and select appropriate organ and choral music for each service.
- The DoM will provide organ music to play for Ash Wednesday, Maundy Thursday, Good Friday, the Easter Vigil, Christmas Eve, Christmas Day, Wednesday Evening Prayers in Advent and Lent, and other times as determined by the Rector.
- The DoM will hire substitute musicians for vacation or other services scheduled outside of the DoM's work times or availability.
- The DoM will develop, direct, accompany, and provide leadership and ministry to all parish choirs and musical ensembles.
- The DoM will rehearse weekly (or as otherwise specified) with each of the choirs. The choirs have modified practice schedules (or cease practice) during the summer months, resuming practice in August.
- The DoM will provide music for funeral services held on the Church premises if the funeral is during the DoM's workweek or if the DoM is otherwise available at the time of the funeral. The current range for funeral fees is \$100-\$150 as approved by the Rector. If the DoM is not available, the DoM shall assist in the hiring of a substitute musician. There is a provision in the annual budget for hiring substitute musicians. The DoM will typically receive payment from the family for providing music at a funeral.
- 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 current fee for weddings is \$200, including the rehearsal. The services of other organists may be used only with the permission of the DoM. The DoM may discuss receiving an agreed-upon fee from the family. If special music, and/or rehearsal and performance with additional musicians are required, the DoM may work with the Rector to negotiate higher fees. If the DoM is not available to play at a wedding or a funeral, she/he shall assist in the hiring of a substitute musician.

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 the 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 before 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 the upkeep and maintenance of all parish instruments
- Supervise the 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
- Encourage the ongoing 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
- The DoM 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 the life of the staff by attending staff retreats and special events

Personal Qualities Needed:

- Represent the church in a positive, friendly manner, always working to enable the many and varied ministries of our parishioners
- Strong relational skills, service orientation, and positive personal chemistry; must be comfortable guiding the work of a wide range of people including volunteers from the parish
- Although St. Matthew's is a religious organization, the DoM's religious affiliation is immaterial; however, sensitivity to the identity and mission of St. Matthew's is necessary for effectiveness in this role
- Absolute dependability, the ability to communicate clearly, and honesty are required

The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive. Applicants must undergo a background check and comply with the Safeguarding God's Children training upon employment.

To Apply:

Please submit a resume and cover letter electronically or on paper by **April 30, 2022**, to:

St. Matthew's Episcopal Church

% The Rev. Kelly Kirby, Rector

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