



**Position:** Temporary Music Director

**Overview:** St. Andrew's by-the-Sea is seeking a temporary parish musician whose primary responsibility is to sing and provide music for a weekly Episcopal church service on Sundays at 10:30 am. The church musician is a paid, part-time staff position. The objective of this position is to nurture the community's worship and prayer life through music.

St. Andrew's welcomes and encourages diversity of musical styles. Our community rates music as very important to our spiritual life, and participates in singing to the best of their abilities. St. Andrew's has a vibrant music team who contribute their gifts of singing, playing guitar, bass, drums, recorder, and other instruments to the service. The person in this position would be responsible for selecting music for Sunday services, collaborating with volunteer musicians, and leading congregational singing at one service per week and holiday services.

#### **What You Will Do**

- Play the piano or guitar proficiently throughout the worship service.
- Accompany hymns, chants, contemporary worship music, and spiritual songs; play instrumental music in service as needed.
- Design and propose music for Sunday morning church service in coordination with the Rector.
- Understand liturgical music.
- Provide print-ready music/lyrics for Sunday bulletin.

#### **Secondary Skills**

- Potentially play the organ, although it is in disrepair
- Work with and encourage children and youth, helping them to experience joy in creating music.
- Lead the music team which contributes to the service music either through instruments or voice.

#### **Parish Musician Responsibilities**

- Coordinate and provide music for all regularly scheduled services and all special services in consultation with the rector. Special worship services include Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, and all Sunday services unless otherwise determined by the rector.

- In collaboration with the rector, elect, prepare, and perform prelude, service music and postlude for services. Arranges for other musicians appropriate to the season in consultation with the rector. Select music for worship utilizing Revised Common Lectionary and Episcopal Church resources along with other relevant materials. Music planning is done in partnership with the rector and the liturgical planning team.
- Provide consultation on music/musicians for weddings and funerals. Has first right of refusal to perform these optional services outside of normal work hours. Compensation to be established in consultation with Rector for optional services.
- Encourage and lead parish music team in service music. Recruit, communicate with, and prepare volunteers in music ministries.
- Arrange replacements during vacation or illness.
- Contribute to bulletin preparation by inserting music and Psalm text weekly.
- Maintain music library, purchase new music and supplies as needed; submit annually a funding request to the vestry. Control all expenditures of funds for the music program. All purchases to be approved by the Rector or treasurer.
- Maintain musical instruments and manage upkeep and tuning for all instruments owned by the church. Coordinate repairs and provide oversight to any outside contractors working on instruments.
- Attend liturgical planning team meetings and staff meetings as possible, or submit information to Rector to share with committees and staff if not present.
- Responsible for music license reporting for in-person and broadcast services. Includes license renewal fees in the annual budget proposal.

**Compensation and Benefits:**

- Hourly rate: \$40
- Hours per week: 10
- Eligible for paid personal time off and paid holidays as outlined in the employee handbook
- Annual review by the rector will evaluate job performance and will make recommendations for salary adjustments in time for the annual budget planning.

## **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- **Instrument Performance & Stamina:** Ability to play the piano, organ, or other primary instruments for extended periods during rehearsals and weekend worship services.
- **Posture & Positioning:** Prolonged periods of sitting at an instrument or desk, as well as frequent standing and walking to conduct choirs, ensembles, or navigate sanctuary spaces.
- **Equipment Handling:** Ability to safely lift, move, set up, and tear down music equipment, instruments, audio gear, hymnals, and media materials weighing up to 25–30 pounds.
- **Mobility & Facility Navigation:** Ability to safely access and navigate all parish facilities, including stairs and uneven ground in the worship space.
- **Vocal & Auditory Demands:** Sufficient auditory acuity to accurately monitor sound mixes, tune instruments, and balance choral ensembles. Clear vocal ability required for leading the congregation in sung liturgy.
- **Scheduling Flexibility:** Must possess the physical stamina to sustain energy across non-traditional work hours, including early mornings, late evenings, weekends (Sundays), and intensive holy seasons (e.g., Advent, Christmas, Lent, and Easter).

## **To Apply**

Please email The Rev. Roberto Maldonado-Mercado at [padreroberito@standrewspb.org](mailto:padreroberito@standrewspb.org), the following:

- Cover Letter
- Resume