

**Good Shepherd Episcopal Church**  
**Director of Music**  
**Job Description**

This position combines the traditional roles of organist and choir director in a church of the Anglican tradition. The role of Director of Music is to support and enhance the overall worship experience in all liturgies with music, primarily through the use of the pipe organ and choral musicians. The Director of Music would be an experienced organist, who would also lead the Adult Choir and the Handbell Choir, and recruit and coordinate or prepare the additional musicians needed from time to time.

The Director of Music serves under the direct supervision of the Rector of the Church, who has the ultimate responsibility for the liturgy.

**Qualifications:**

Be a competent, experienced Organist  
Have an interest in developing and improving our Adult Choir  
Be open to learning Anglican music and hymnody

**Duties as Organist would include:**

Sunday services: Prepare and play all organ music for the main service at 10:15 a.m., to include hymns, service music, preludes, postludes, and choir anthems.

Other services: Select, prepare, and play organ music for all special liturgies where the organ is the primary instrument used, for example, Advent or Christmas Lessons and Carols, Choral Evensong, Christmas Eve, Maundy Thursday, and Good Friday, as such services are scheduled. Play the organ for funerals and weddings, or if not available, assist the Rector in finding a supply organist.

Play for rehearsals of the Adult Choir.

Periodically inspect the organ and the grand piano, reporting potential problems to the Rector. (We are already on a schedule for organ-tuning twice a year in preparation for Christmas and Easter. A parishioner arranges for the tuning of the grand piano upon request.)

Assist the Rector in securing supply organists when absent for any reason.

**Duties as Choir Director would include:**

Encourage, recruit, and develop the ability of existing and new choir members to sing hymns and anthems.

Select appropriate, seasonal choral music for the Adult Choir to sing as an Offertory Anthem most Sundays of the year. Select music for the Holy Days we observe, such as Christmas Eve, Maundy Thursday and Good Friday, and other special services, such as Choral Evensong or Lessons and Carols services.

Conduct Adult Choir rehearsals (1 ½ hours per week , usually on a week night).

Conduct Handbell Choir rehearsals (as needed, usually 1 hour long).

**Other duties include:**

Prepare an annual budget request as Director of Music for the church's total music ministry, to include organ and rehearsal piano maintenance; organ, choir, and handbell music; stipends for additional musicians; and miscellaneous items needed to support the overall music ministry (such as music stands, gloves for handbells, etc).

Communicate, coordinate, and cooperate with the Rector. (A music committee familiar with the congregation selects the hymns.)

Perform other minor duties that contribute to the total music program of the church, such as networking outside the church with local musicians or promoting special services that focus on the music program.

**Compensation:**

To be negotiated and commensurate with experience.

Weddings \$300, paid by the wedding parties

Funerals \$200, paid by the funeral home

The Director of Music shall have the explicit use of the pipe organ and the grand piano for private teaching, and shall fully have the personal benefit of that income paid directly to him/her by students.

**Terms of Employment:**

This position is for part-time, year-round employment, with 3 Sundays off, for vacation or personal days, to be arranged in advance with the Rector. The choir does not sing through the summer months.

2 paid sick days on a Sunday shall be granted per year, with the Church paying for the substitute organist. Any sick days taken beyond these 2 on a Sunday, may be deducted from the Organist's compensation for that time period. 2 paid sick days during the week will also be granted per year.

Length of employment would be for as long as both the Church and the Director of Music desired to continue to work together. If for any reason either the Church or the Director of Music did not wish to continue, a 90-day written notice would be required.

**Evaluation:**

After the first 6 months the Rector and Director of Music will conduct a review to determine if any adjustments need to be made. Thereafter, annual evaluations will be offered.