



HOLY SPIRIT
EPISCOPAL CHURCH

JOB DESCRIPTION

JOB TITLE	Music Coordinator
REPORTS TO	Worship Team Leader
EMPLOYMENT STATUS	Part-time, 10-20 hours per week
PAY RATE	Per Letter of Agreement

JOB PURPOSE

To coordinate the musical worship of Holy Spirit Episcopal Church.

PRIMARY DUTIES AND RESPONSIBILITIES

- Recruit for, develop, and conduct the Quire.*
 - Teach choral repertoire using primarily aural techniques.**
 - Recruit and coordinate rotations of instrumentalists, soloists, and others who participate in musical worship.
 - Choose music for weekly worship and special events.
 - Intentionally include children in musical worship, within or outside the Quire.
 - Communicate with Quire, instrumentalists, congregation, and leadership team.
 - Other administrative duties as assigned.
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RELATIONSHIPS

- Member of the music leadership team, working other instrumentalists.
 - Works with Rector and other staff as required.
 - Reports to the Worship Team Leader.
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HOURS OF WORK

- Flexible, including rehearsals and Sunday morning service.
- Includes special services, including, but not limited to, Easter, Christmas Eve, weddings, and funerals.

Please direct any questions to the Search Committee Chair, Mrs. Nancy Newman (ncnewman@outlook.com).

A letter of application and resume are due to Mrs. Newman (ncnewman@outlook.com) by Friday, September 3rd, 2021. Interviews of shortlisted candidates will take place on the afternoon of Sunday, September 12th, 2021.

*Quire: an archaic spelling of "choir" used in Great Britain in the 18th Century. Quires were rural church choirs that included instrumentalists and used a mix of oral and written musical traditions.

**For those unfamiliar with but open to learning these techniques, training and resources will be provided.