

## **Organist/Choirmaster Job Description**

**Purpose:** To enrich the liturgical worship of the parish by developing and nurturing the music ministry of St. Philip's Episcopal Church.

**Requirements:** Responsible for serving as the organist/choirmaster on Sunday at 10:30 a.m. Holy Eucharist, minimum one hour weekly rehearsal, sufficient warm-up prior to services. Also responsible for special services throughout the church year, e.g., Christmas Eve services, Holy Week services (Ash Wednesday, Maundy Thursday, Good Friday), Easter Vigil, Easter Sunday, and other organist and choir supported services as arise from time to time (e.g., occasional services of Evensong).

**Responsible to:** The Rector

As the liturgical and administrative authority of the congregation, the Rector has sole oversight of all employees of the congregation.

**Salary:** Determined by ability, experience, and education.

**Budget:** Additional funds may be provided for soloists, instrumentalists, instrument maintenance, music, and continuing education.

### **Necessary Attributes for the Organist/Choirmaster:**

1. Must be reliable and committed to Christ in building the music program within the Anglican/Episcopal tradition.
2. Must be able to play and direct music within the service for seamless worship.
3. Must have knowledge and skill in the execution of hymnody, service music, anthems, and solos.
4. Responsible for evaluating, choosing, and purchasing music suitable for the church and choir.
5. Must be able to select and teach hymns, service music, and anthems using accepted choral directing practices.
6. Must be able to work under the direction of the rector and with other clergy, choir members, parish assistant, and any music committees.
7. Should have a willingness to work with choristers of all ages.
8. Assistance with weddings and funerals with first right of refusal and established fees.
9. Schedule and be at all choir and soloists' rehearsals.
10. Recruit, train, and encourage new choir members.
11. Coordinate and secure hiring of supplemental musicians (e.g., soloists and instrumentalists)
12. Schedule and oversee the upkeep of instruments, especially by arranging for regular tunings, etc.
13. Maintain order in the choir room and with the music library inventory.

14. Maintain a regular schedule of personal rehearsal on St. Philip's Episcopal Church's organ.
15. Maintain, organize, and update hymn boards.
16. Be willing to learn and offer creative solutions in order to advance musical excellence at St. Philip's.
17. Attend appropriate conferences for continuing education in consultation with the rector.
18. Organize and facilitate choir retreats.
19. May utilize church instruments for private lessons in consultation with Rector.

**Conditions of Employment:** Average ten (10) to twelve (12) hours per week (1/4 time)

**Benefits:** Two weeks paid vacation and one week sick leave each year. Note that a suitable replacement must be scheduled in consultation with the rector.

**For additional information and to submit a resume contact:**

Fr. Justin Briggie

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