

St. Paul's Episcopal Church offers the half-time position of **Minister of Music**

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St. Paul's Episcopal Church is seeking a new Minister of Music. The position description follows below. If you are interested in this position or know of a qualified candidate, please have this individual send the following materials to The Rev. Karen C. Lewis at [rector@stpaulslansing.org](mailto:rector@stpaulslansing.org) or 218 W. Ottawa Street, Lansing, MI, 48933.

The materials to be included when applying for the position are:

1. Resume
2. References including one from an instructor whom the candidate studied with
3. A recording of an organ recital on one of the following mediums: CD/DVD/Flashdrive/MP3
4. College transcript
5. Contact Information

The selection committee will begin reviewing the materials on June 15, 2015. Please submit your materials prior to that date. Thank you.

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**POSITION SUMMARY:** The Minister of Music (organist/choirmaster) will join the staff team of a vibrant, inclusive program-sized parish, supportive of choral music. This person will be responsible for four choirs: a volunteer adult choir, a high school choir and two children's choirs; and provide music in support of Sunday and special liturgies. This position serves an integral part in the rector's and the parish's vision of ministry, to include maintaining our strong Anglican musical tradition while recognizing the opportunity to introduce & utilize less traditional musical offerings. The Minister of Music will be under the direct supervision of the clergyperson-in-charge.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. The Minister of Music has responsibility, under the direction of the clergyperson-in-charge, for the quality, substance and appropriateness of the music at all services at which organ/choral music is scheduled. This includes all regular Sunday worship services and other special worship services including Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, confirmations and any other major events such as ordinations and celebrations and other occasions as requested by the clergyperson-in-charge.
2. Provides music for the rites of the church, including weddings and funerals. Reviews and recommends to the clergyperson-in-charge requests for special music at these services.
3. Plays the organ and directs the choir at the Sunday morning service.
4. Develops the strength of the choirs, their musical ability and sense of community and mission through weekly choir rehearsals; encouraging fellowship opportunities; developing understanding of music's role within the liturgy.
5. Coordinate children and youth choir rehearsals and schedule with volunteer leaders.
6. Coordinates overall music schedule within the liturgical year in consultation with the clergyperson-in-charge.
7. Responsible for hiring professional musicians, as appropriate and within the parameters of the parish music budget, for liturgical festivals and special services. Responsible for identifying, encouraging and utilizing musical talent within the parish. Responsible for securing substitute musicians during the absence of the Minister of Music.
8. Selects all organ, choral, hymns and appropriate service music for all choral/organ services, with approval from the clergyperson-in-charge. Procures all music and music supplies within the approved budget for the year.
9. Prepares an annual budget for submission to the Vestry to reflect the total music program. Identifies all items of expenditure including printed music and supplies, musical instrument maintenance, vestments, training, substitute organist and guest musician expenses. Recommends expenditures from the following restricted funds; the Music Program Fund and the Music Discretionary Fund.
10. Arrange for the organ and pianos to be tuned and maintained in a state of readiness for all regular services, rehearsals and special services.

11. In consultation with the clergyperson-in-charge, participates in further training/seminars to improve skills relating to this music program. Participation in continuing education programs designed for the Episcopal Church musicians is encouraged.
12. All requests to play the organ, both from within and outside the parish, will require prior approval of the Minister of Music, or in the event of his/her absence, the clergyperson-in-charge.
13. Participates in staff meetings, liturgy planning meetings and other meetings as directed by the clergyperson-in-charge. Fulfill all necessary Diocesan required training. Write articles for SPN and Annual Report as requested.
14. With the assistance of volunteers and limited secretarial support, the Minister of Music will manage and oversee the music library; purchase and maintain choir vestments; maintain neat and attractive choir practice room
15. Participates in annual performance review.

### **REQUIRED SKILLS**

- Spiritual leader to choir members (all ages), creating an environment where musical training & preparation become a part of maintaining & further building a solid foundation of faith for participants.
- Understanding of sacred music and its use within the liturgy and worship
- Excellent communication skills and ability to work and interact well with children, youth, staff, parents, volunteers, parishioners.
- Self-starter with strong commitment to excellence.
- Team-player with a “can do” yet flexible attitude
- Excellent organizational and administrative skills; attention to detail.
- Bachelor’s degree minimum
- Experience in choral directing

### **TIMES OF WORK AND LEAVE**

- Time of work: total of 999 hours a year including 42 Sundays; weekly hours flexible dependent upon schedule of church activities
- Choirs sing from Sunday following Labor Day through Trinity Sunday.
- Funerals/weddings – has right of first refusal. If not available, assists in finding alternates.
- Occasional special services

### **COMPENSATION**

- Salary: \$25,000 annually
- Two weeks of paid vacation; summer hours to be determined

### **REFERENCES REQUIRED**

Contact: The Rev. Karen C. Lewis; St. Paul’s Episcopal Church    [rector@stpaulslansing.org](mailto:rector@stpaulslansing.org)