



St. Mark's Episcopal Church

Organist & Music Director Ministry Description

St. Mark's Episcopal Church is seeking to hire a part-time Organist & Music Director. Applications may be submitted until the position is filled.

The choir and all music ministries at St. Mark's shall provide the parish with opportunities for meaningful worship, formation, and fellowship through the ministry of music. Responsibilities include:

- I. Report directly to and be under the review and direction of the Rector.
- II. Plan hymns and other service music for all services in consultation with the Rector.
- III. Select the music for the adult choir for the singing of anthems and solos as appropriate within the service.
- IV. Arrive for worship rehearsed and prepared to play the organ/piano and direct the choir as needed for worship services, choir rehearsals, and/or other appropriate gatherings.
- V. Rehearse with the choir in preparation for the 10:30am Sunday service and other special occasions (e.g. Holy Week, special liturgical celebrations).
- VI. Play the organ and/or piano for the 8:00am Sunday service (no choir) and the 10:30am service (with choir) during the program year (e.g. Holy Week, special liturgical celebrations).
- VII. Recruit new choir members.
- VIII. Advise as needed on music for weddings and funerals at the church.
- IX. Play the organ and/or piano for weddings and funerals at the church.
- X. Hire singers and musicians as needed and according to the approved budget.
- XI. Supervise any additional musicians or singers.
- XII. Help prepare the music budget as needed for the choral program for each fiscal year.
- XIII. Ensure the maintenance and care of instruments, musical library, and choir space.
- XIV. Advise the rector and vestry on physical needs related to music facilities and/or instruments.
- XV. Work with the church staff on new or additional musical offerings for the parish.
- XVI. Arrange for substitutes during times of absence, with the approval of the rector.
- XVII. Perform other duties as may be requested or required by the Rector within the scope and intent of the job of Organist & Music Director.

This is a part-time position
3 weeks of vacation (3 Sundays); 1 Sunday for Continuing Education

2/7/2017