



CHURCH of the HOLY CROSS
EPISCOPAL

Position: Part Time Organist/Music Director
Reports to: Rector (Priest)

Organist/Music Director
90 Parkway Dr.
Trussville, AL 35173
205-655-7668

Please submit resume and cover letter to The Rev. Wes Sharp via email by no later than December 31, 2019 at chctrussville@gmail.com

This position is a salaried position and is based on a 10 hour or less per week commitment.

Summary: Provides leadership, coordination, and oversight for the music program at Holy Cross.

Nature and Scope of the Position:

- Supplies oversight and execution of the music elements for the church.
- Manages music and choral organization within the Holy Cross community.
- Cultivates current and new choir members as part of an ongoing music program that meets the needs of the church.

Essential Duties and Responsibilities:

- Oversees all musical activities under the supervision of the Rector.
- Assist in insuring the weekly bulletin is formatted and correct with music for the week.
- Responsible for organization, direction, and training of adult choir. From Rally Day (late August to early September) through Trinity Sunday (late May/early June), will direct and rehearse choir weekly to prepare anthems and all other sung music for the Sunday 10:30am service. May rehearse during the summer, but the choir is not required to sing for services until the next season begins in September.
- Provide organ and piano music and all other instrumental accompaniment for Sunday 8:00am and 10:30am service. Music includes prelude, an opening procession, sequence hymn, communion hymns, closing procession, liturgical music, a choral anthem or instrumental piece at the offertory.
- In addition to the regular 8:00 and 10:30 Sunday services, provide music for Christmas Eve (Family Service at 5:30pm and a "Midnight" Service at 10:30pm), Ash Wednesday, Maundy Thursday, Easter Vigil and two services for Easter Sunday (8:00am and 10:30am).
- A blend of traditional and contemporary styles should be used in worship services. "Contemporary Worship" services, which constitute hymns selected from the *Alleluia III* book and appropriate choral and instrumental pieces, should be held regularly except during Lent.

- In conjunction with the above mentioned “Contemporary Worship” it is expected that the music director incorporate other instrumentation as might be available. This includes, but is not limited to: guitar, strings, hand drums, tambourine, and other appropriate instruments for worship.
- Will meet with Rector and Worship Committee regularly and as needed, in order to discuss all music activities and plans, as well as other pertinent topics.
- Responsible for managing the maintenance of organ and piano (tuning, repairs, etc.).
- Must stay within budget allotted by the vestry when purchasing materials for music program, repairing instruments, etc.
- Funerals: The Organist/Music Director is expected to plan and perform music for those funerals that include music complying with the guidelines in the Holy Cross Customary. If extraordinary circumstances exist where the Organist/Music Director is unavailable to play for a funeral service, it is the responsibility of the Organist/Music Director to locate a substitute organist.
- Weddings: The Organist/Music Director should comply with the guidelines in the Holy Cross Customary regarding weddings. The Organist/Music Director reserves the right to “first refusal” in accordance with the following statement from the Customary:

“Those who wish to have an organist other than the regular organist must get permission from the Rector and the Organist/Music Director of the Church of the Holy Cross, who shall have the right of ‘first refusal.’ If permission is given for another musician to perform for a wedding, the Organist/Music Director may collect a consultation fee and be present to monitor the use of the instruments under his/her care. The marrying couple is responsible for contracting directly with the Organist/Music Director of the Church of the Holy Cross.”
- Attends monthly staff meetings held on the first Tuesday of the month at 4pm.

Vacation and Sick Days:

- The Organist/Music Director is permitted vacation from Sunday services three times per year, in which case the Music Director will provide a substitute organist, instrumental ensemble, or recording as a back-up. Emergency/sick leave is permitted one Sunday per year, in which case a silent (spoken) service may ensue.
- These vacation and sick days are non-accruing year to year.

Annual Review:

- This job description shall be reviewed annually to ensure that it accurately reflects the duties and expectations for the position of Organist/Music Director. The job performance of the Organist/Music Director shall also be subject to evaluation on an annual basis.

Our Instruments:

- Holy Cross has a Three Manual Rogers Allegiant series organ with tab stop controls as well as an upright acoustic piano for use during worship services.

Organist/Music Director

Date

Rector

Date