

## **Organist/Choirmaster Job Description**

St. Paul's, an Episcopal congregation in Daphne, AL, seeks a part-time organist/choirmaster to further develop our already strong music program. The organist/choirmaster serves at the pleasure of the rector and is the central figure ensuring the quality, substance and appropriateness of the music that serves an integral part in the rector's and the parish's vision of ministry, to include maintaining our strong Anglican & classical musical tradition while recognizing the opportunity to introduce less traditional musical offerings in certain services or settings. The candidate for this position should demonstrate an ability to have a good working relationship with the rector and choir, have proven experience in choral directing and organ performance, and preferably experience in the Anglican tradition. Saint Paul's organ was built by the Wicks Organ Company.

### **Professional Qualifications:**

- Education – Minimum of a Bachelor's degree
- Experience with choral directing and development of choral sound and musicianship
- Experience in organ and piano performance
- Experience working in the Anglican musical tradition is preferred
- Experience working with youth/children's choirs is a plus

### **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.
- Excellent communication skills and ability to work and interact well with children, youth, staff, parents, volunteers, parishioners.
- Self-starter with a strong commitment to excellence.
- Team-player with a "can do" yet flexible attitude.
- Excellent organizational and administrative skills; strong attention to detail.

### **Duties:**

- Provide organ, piano, choral, or other music at all principle services of the church, including but not limited to:
  - All weekly Sunday worship services
  - Services of Christmas & Epiphany
  - Ash Wednesday & Palm Sunday
  - Taizé, Tenebrae, Maundy Thursday, Good Friday, Easter Vigil
  - Easter Day
  - Advent Lessons & Carols
  - Weddings, Funerals, Confirmations (additional compensation provided)
  - Any other major events such as Ordinations or Celebrations

- Develop the strength of the choir, its musical ability and sense of community and mission, including but not limited to:
  - Holding two regular rehearsals of the choir weekly and others as deemed necessary (Wednesday evening and Sunday morning.)
  - Continuing to develop the vocal "sound" of the choir, training in musicality & good choral technique, maintaining and encouraging the choir's excellent a cappella capabilities
  - Encouraging fellowship opportunities
  - Developing vision for the choir's ministry
  - Making expectations explicit for choir members and leaders
  - Lead and facilitate a choir retreat within first 6 months.
  
- Consider/explore within a year, development of a children's music ministry, children's choirs and possibly a youth choir utilizing staff singers, lay volunteers and others. Saint Paul's believes that the early introduction of children to musical training is an important part of their development in the Christian faith and integral to the music ministry of our parish. This includes:
  - Developing a vision for a children's music ministry
  - Recruiting lay leaders / staff singers to work in children's music ministry
  - Marketing the program(s) and recruiting participants
  - Organizing and effecting rehearsals and performances
  - Once a week program for St. Paul's Preschool
  
- Identify, encourage and utilize volunteer musical talent within the parish. Takes a leadership role in long-range music program development.
  
- Select all organ, piano, choral, hymns and service music for all choral/organ services in consultation with the rector. Details are provided to the church office in a timely manner for preparation of service bulletins according to existing schedule for submission. Review drafts of these for accuracy.
  
- Hire professional musicians, as appropriate and within the parameters of the parish music budget, for liturgical festivals and special services. Also, secure substitute musicians during the absence of the Organist/Choirmaster.
  
- Coordinate the overall music schedule within the liturgical year in consultation with the rector.

- Prepare an annual budget for submission to the Vestry to reflect the total music program. Identify all items of expenditure including printed music and supplies, musical instrument maintenance, vestments, training, substitute organist, & guest musician expenses.
- Arrange for maintenance and tuning of all musical instruments, especially the organ, to be in a state of readiness for all regular services, rehearsals, special services and other performances.
- With the help of the choir, & limited secretarial support, the organist/choirmaster:
  - Manages and oversees the music library
  - Chooses and purchases music within approved budgetary parameters
  - Communicates information within the choir
  - Communicates information about the music ministry within the parish
  - Coordinates with other church groups as necessary
  - Coordinates with the contemporary choir
  - Purchases and maintains choir vestments
  - Maintains neat and attractive choir practice room and choir loft
- The organist/choirmaster is a regular member of the staff and is expected to:
  - Attend weekly staff meetings and meet with the rector as necessary
  - Participate in liturgical planning meetings and other meetings as directed
  - To be a team player on a small staff
  - Write articles for The Tentmaker and Annual Report as requested
  - Prepare publicity releases and advertising for concerts, recitals and performances as needed
- Responsible for personal music preparation including
  - Organ practice
  - Study of scores, books and periodicals
  - Continuing education programs designed for Episcopal Church musicians when budgets allow
  - Innovate and create

**Compensation:**

- Negotiable compensation and benefits

**Current State of St. Paul's Music Program**

St. Paul's music program currently consists of choral and instrumental music in the Anglican tradition. The organist/choirmaster provides a prelude and postlude at the 8am service, as well as playing the hymns. While the 8am congregation supports music at their service, they are not strong singers. The principle music ministry is provided by an adult choir at most 10:30 Sunday

services and all special church days (Christmas Eve, Easter, Ash Wednesday, etc.) Hymns are led by the choir. The choir also provides the choral service music accompanied by the organ, piano, instruments, or acapella. The organist/choirmaster provides a prelude and postlude that is at times, accompanied by the choir or instrumentalists. The music library is consistent with this, along with contemporary pieces. A contemporary choir (New Song) is led by a parishioner and often provides a piece during communion. Its director advises the organist/choirmaster of when they will be performing. Their library is maintained separate from that of the choir. The adult choir then provides additional music until communion is completed. A set of bells is available. A bell choir has been constituted when there has been interest. Likewise, there have been attempts at a children's choir. The Wicks organ has been adequate, but is in need of additional stops. A process to hybrid it has been considered. The choir is enthusiastic about their ministry and supports the organist/choirmaster's implementation of all the Sunday and special programs, including choral evensong and previously mentioned special services and holiday music.

To apply, send a letter of interest, resume, and references to:

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St. Paul's Episcopal Church  
28788 N. Main St.  
Daphne, Alabama 36526

Or email to: [toptholt@southalabama.edu](mailto:toptholt@southalabama.edu)

The position will remain open until filled.