

Christ Episcopal Church

JOB DESCRIPTION

Job Title: Director of Music	FLSA Status: Contractor
Reports To: Rector	
Approved By: Vestry	Date:
Revised:	Date:

PURPOSE

The Director of Music has general responsibility for the music program at Christ Episcopal Church, exercised under the direction of the Rector who has the ultimate responsibility for all aspects of parish life touching upon worship.

ESSENTIAL JOB FUNCTIONS

Selection of Music

- Choosing the music (prelude, postlude, service music and choir anthems for all weekly and special liturgies. The hymns for services will be chose in cooperation and with agreement between the Rector and the Music Director.
 - 10:00 AM worship service
 - Special liturgies include but are not limited to: Advent Lessons & Carols, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Goof Friday and the Easter Vigil.
 - Integration of traditional, contemporary, and multi-cultural musical genres.
- Provides special, festive music and adjunct musicians on Christmas and Easter.
 - Instruments such as harpsichord, organ, bells, flute, violin, etc.

Oversees the Choir:

- Rehearsal at once least weekly
- Special rehearsals as maybe required

Recruits Musical Talent:

- Provides choral and instrumental musicians periodically as needed

Weddings and Funerals:

- Retains the right of first refusal on all weddings and funerals held
 - Per common Episcopal Church practice if a client requests a specific musician the Director Of Music has the right to request compensation

Promotion of an Arts Program:

- Sets up 2 performances per year of music or other artistic expressions to showcase a variety of God-given artistic talents.
- Liaison between CEC and the Warren Philharmonic for (2) annual performances.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- Bachelor’s degree in Music

Knowledge, Skills, Abilities and Personal Characteristics

- Organist
- Ability to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
- High degree of initiative and independent judgment.
- Ability to express self effectively and concisely
- Ability to demonstrate a high attention to detail and good follow-up skills.
- Must be self-motivated, proactive and solution focused.
- Ability to tactfully and effectively deal with public and staff in a personable and professional manner.
- Maintains a consistent positive attitude.

PHYSICAL DEMANDS

Nature of work requires an ability to play pipe organ and piano. Requires ability to communicate. Has the ability to occasionally lift up to 30 lbs. independently. Job requires evening and weekend hours to meet church need. Requires participation and attendance at organization sponsored events and meetings.

WORKING CONDITIONS

Work performed in a general office environment and sanctuary.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Access Health Mahoning Valley. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and discussed it with my supervisor.

Employee

Date

Supervisor

Date