

Emmanuel Episcopal Church, Chester Parish

Chestertown, MD 21620

MUSIC DIRECTOR/CHOIRMASTER

Emmanuel, an Episcopal congregation, in Chestertown, MD seeks a part-time Music Director/Choirmaster to continue and further develop our already strong music program. We have just celebrated our sestercentennial year as a parish. Our church was the site of the convention in 1780 that adopted the title "Protestant Episcopal Church".

The organ, built by Harrison & Harrison, Durham, England, was installed in the summer of 1993 and is a two-manual mechanical action instrument of 23 stops, 29 ranks.

Emmanuel is church with an average Sunday attendance of approximately 100 persons. In addition to a full-time Rector, the parish has four part-time employees: parish secretary, bookkeeper, organist, and music director/choirmaster.

Website: www.emmanuelchesterparish.org

POSITION SUMMARY: The Music Director oversees the musical aspects of the life of the church in coordination with the rector, including leading music for worship services, supervising the organist, and directing the choir.

Position Specification: This position is part-time and paid an annual salary. Hours are flexible.

Professional Qualifications:

- Documented experience with conducting a volunteer choir, including development of choral sound and musicianship is required.
- Knowledge and experience in appropriate choral repertoire is required.
- Education: Bachelor degree, or higher or equivalent professional experience in choral conducting.
- Experience in organ/piano performance sufficient to rehearse with or accompany the choir when necessary
- Experience working in the Anglican musical tradition is preferred
- Knowledge of the organ, choral and church music profession, including involvement in related professional organizations (e.g. American Guild of Organists; Association of Anglican Musicians)

Personal Characteristics

- The ability to work effectively with a volunteer choir.
- A demonstrated spirit of collegiality and cooperation with both clergy and laity, including the ability to accept constructive suggestions.

Responsibilities:

- Music for Worship:
 - a. Choose, in coordination with the Rector, hymns, and service music appropriate to the themes of worship and season of the church year. This includes working with the Organist/Music Associate regarding playing the music of regular and special services and pre-service warm-up rehearsals, weddings, blessing ceremonies and funerals.
 - b. Lead music at weekly worship services, as well as at special services and feasts, during the church's year.
 - c. Ensure that all church instruments are properly maintained and tuned.
- Choir Director:
 - a. Select appropriate anthems for the choir to enhance worship service.
 - b. Prepare for and conduct rehearsals, usually two per week (Tuesday evening and Sunday morning), and additionally, as needed.
 - c. Promote, organize, and recruit various musical talents from within the congregation and from the wider community, as appropriate.
 - d. Recruit and support choir members.
 - e. Make expectations explicit for choir members.
 - f. Continue to develop the vocal "sound" of the choir, its musical ability and sense of community and mission.
- Music Education and Outreach:
 - a. Attend Worship Committee meetings.
 - b. Instruct congregation in new hymns, music, and liturgy when needed.
 - c. Oversee hospitality for other choirs, recitalists, or chamber artists using church space.
 - d. Submit occasional articles for the church newsletter in order to educate the congregation about the music program.
 - e. Emmanuel Church has an Organ Concert Series that begins its twenty-fifth year in 2017 . The Music Director will be a member of the planning committee.
- Administrative:
 - a. Maintain and organize current music library and database of all music/manuscripts/scores owned by Emmanuel Episcopal Church.
 - b. With the Rector and Finance Committee, propose a realistic budget for music ministry on an annual basis
 - c. With the Organist/Music Associate, provide feedback to the Rector and Vestry regarding the condition of church instruments and any future large expenses that may be necessary.
 - d. Determine the needs of the music ministry and in consultation with the Rector and Vestry, order resources appropriate to music ministry and within budget.
 - e. Maintain licenses for use of printed music and for performance of copyrighted materials.
 - f. Prepare a summary report for the annual Parish Meeting.
- Other Responsibilities/Duties:
 - a. Develop and implement creative programs as time and energy allow.

Supervision:

- The Music Director works under the direct supervision of the Rector.
- The Rector will conduct an annual review of the performance of the Music Director relative to the responsibilities identified in this job description and will recommend any changes in compensation or responsibilities to the Vestry.
- The Music Director is required to undertake any background checks as required by the Diocese and/or the National Church.
- Will be required to complete any Diocesan course for providing a safe environment for children/elderly. Failure to maintain recertification will result in dismissal.

Compensation and Benefits:

- The Music Director will receive an annual salary determined by the Vestry and Rector and will be paid on a monthly basis.
- The choir's "summer break" (after Trinity Sunday through Labor Day weekend) shall constitute vacation time for the Music Director.
- There is a small budget for professional development, but there is no other compensation or benefits (e.g. health insurance or pension).

Time and Salary Ranges:

- Time: A minimum of 10-12 hours per week.
- Salary: \$15,000 to \$18,000 yearly.

Authority

- This job description and the responsibilities of the Music Director are determined by the Rector who has the sole privilege of hiring and firing, as well as the sole authority to modify the job description.

Note: This job description seeks to provide clarity and focus to the general role of the Music Director/Choirmaster. It is not intended as, nor can it be, an all-inclusive list of every task that may emerge during work, nor is it a static document.

This position is open beginning July 1, 2017. Inquiries and application can be sent to (Email is preferred):

Email: choirmastersearch@gmail.com

Mail: Emmanuel Church
ATTN: Choirmaster Search Committee
P.O. Box 875
Chestertown, MD 21620