

Music Minister

St. Andrew's Episcopal Church

Richmond, Virginia

The mission of St. Andrews Episcopal Church is to welcome people from far and near, to be together as a family in Christ to share faithfulness of God. We are a vibrant urban church deeply rooted in our Episcopal identity. We enjoy jubilant, eclectic worship that spans the rich musical heritage from across our Communion. In addition to our parish family, we are home to an intentional community of young adults called Grace-on-the-Hill (GoTH,) who spend a year in service to the Richmond community while exploring their faith. Our rector is the chaplain of St. Andrew's School, a tuition free K-5 elementary school that is adjacent to the church.

The Sunday morning liturgy is led by our music minister and a small ensemble choir. We have a 3 manual, 25 rank Hall pipe organ installed in the 1920s, a Steinway upright piano, and a small choir room equipped with an electric keyboard. We draw our music primarily from The Hymnal 1982 (Episcopal) and the array of approved musical resources, with some supplementation from other resources and traditions.

POSITION DESCRIPTION

St. Andrew's Episcopal Church is seeking a part-time Music Minister to work in partnership with and under the supervision of the Rector, beginning late August 2017. Please direct all questions or interest to the Search Committee Chair, Allyson Getlein (Allyson.Getlein@gmail.com) or call the church office at 804-648-7980. Email resume and cover letter to same by Friday, July 21, 2017. For information about St. Andrew's Episcopal, please visit our website at standrewsoregonhill.org.

GOAL

- With the Rector, staff, and lay ministers of St. Andrews Episcopal Church, enable and facilitate the life of our parish through leadership, worship, liturgy, and music.

OBJECTIVE

- Facilitate and enable the worship life of St. Andrew's.

DUTIES LITURGY & WORSHIP

Assist in the design, planning, leadership, and execution of liturgies for the worship life of St. Andrew's Church:

- Accompany on organ and piano and direct the choir at one service on Sunday mornings.
- In collaboration with the Rector, select appropriate instrumental and choral music for each service.

- Provide instrumental and choral music for Principle Feasts, Holy Days and special moveable feasts of the church year including: All Saints Day, Christmas Eve, Christmas Day (when it falls on a Sunday), Ash Wednesday, Maundy Thursday, Good Friday, the Easter Vigil, and Easter.
- Plan and coordinate occasional “special music” additions to worship (e.g. guest vocalists and instrumentalists). The Community has a tradition of offering Epiphany Lessons and Carols, an expanded service that includes guest musicians from other churches.
- Provide occasional vocal coaching to the Rector in support of special chanted services.
- Subject to your availability, provide instrumental or choral music for weddings, funerals, and special events. Supplemental fees for these services provided. If not available, assist in securing a substitute.

CHOIR

- Plan for, lead and conduct the choir on Sundays and other Holy Days, and lead weekly (Sunday and occasional weeknight) choir rehearsals, September through early June.
- Supervise adult choir members in maintenance of the music library, choir robes and other music ministry materials.

ADMINISTRATION

- Support the administrative structures and processes which facilitate the ministry of the parish music program:
- In conjunction with the office assistant, ensure positive and timely communication of all music matters to the parish via bulletins, newsletters, website and social media.
- With the rector, help to plan and implement the strategic vision for the parish through liturgy and music.
- Monitor and maintain music program expenditures within the program budget.
- Attend occasional meetings (in-person or teleconference).
- Meet approximately twice/month with the rector to plan music, report on condition and maintenance of the church’s musical instruments and materials as needed or requested.
- Maintain a list of qualified substitute organists and schedule substitutes as necessary.

PASTORAL CARE

Work with the Rector, staff, and lay leaders to provide care to God’s children with a primary focus on the choir. Inform the Rector, and other leaders as appropriate, of situations of pastoral concern.

REQUIRED EDUCATION & SKILLS MUSICAL

- Organ experience and/or education including leading worship, hymn-playing, and improvisation.
- Experience directing, developing, and conducting a choir.

INTERPERSONAL

- The ability to interact with people in a positive and reassuring manner.
- Effective communication skills.

PROFESSIONALISM

- High level of discretion and trustworthiness regarding sensitive pastoral information.
- Pass required background checks and be qualified to legally work in the United States.

DESIRED EDUCATION & SKILLS

- Understanding of Episcopal worship including the liturgical calendar, the Episcopal Book of Common Prayer, the 1982 Hymnal, and other approved supplemental music resources.
- Training and study in organ and piano.
- American Guild of Organists Certification or graduation from the Leadership Program for Musicians or equivalent is desired.
- Education and/or skills with additional instruments and musical genres a significant plus.

WORK SCHEDULE & SUPERVISION

- This is an exempt position with an anticipated average work week of 12-15 hours with additional hours a few times per year (i.e. Holy Week) and less time during the summer months.
- Report to the Rector and participate in a yearly evaluation process.