

**St. Timothy's Episcopal Church
Greenville, North Carolina**

JOB DESCRIPTION

JOB TITLE: Part-time Organist and Choirmaster

REPORTS TO: Rector

PURPOSE/SCOPE OF DUTIES: To enhance the ministry of our Adult Choir and Worship Ensemble in our Sunday morning worship through music, meaningful relationships with our choirs and the church.

DUTIES

Worship

- Work with Clergy to select hymns and anthems for congregational worship that match the theme of the service and scripture readings.
- Lead congregational music for 10:15 worship on Sunday mornings.
- Provide musical support for parish funerals and weddings when scheduling allows.

Choir direction

- Manage weekly practices for all choirs or musical ensembles.
- Provide choir members with schedules for rehearsals, services, and special events to be attended.
- Provide leadership and motivation for the choirs and other musicians participating in services.

Administration

- Regular communication with church staff and choir.
- Provide needed information to complete bulletins by preceding Tuesday.
- Responsible for opening and closing church facilities for choir practices.
- Attend weekly staff meeting

REQUIREMENTS

- Ability to lead quality music for worship
- Submission to mandatory background investigation(s) as required by the Diocese of East Carolina.
- Completion of "Safe Church" training
- Cooperative working relationship with staff and volunteers

PREFERENCES

- Knowledge of the Episcopal faith and worship
- Formal training
- Ability to play piano and organ

COMPENSATION

- \$25 to \$35 an hour based on experience and expertise.
- 8-12 hours a week based on agreed upon responsibilities.
- \$250 for congregational funeral
- \$350 for wedding, to include 30min rehearsal
- Four Sundays of paid vacation a year