

Organist/Choirmaster (OCM)

Reports to: Rector of St. Peter's Episcopal Church

Job Summary:

Is the chief organist and accompanist for the liturgical life of St. Peter's Episcopal Church along with directing the Choir. This part-time position is for 19 hours/week.

Duties and Responsibilities:

NOTE: These duties will be reviewed yearly and may be revised by mutual agreement of the OCM and the Supervisor.

- Provide organ music and choral direction at the scheduled Sunday Eucharists (8am and 10am)
- Provide organ music for the following additional services each year:
 - All Principal Feasts as listed in The Book of Common Prayer 1979 on pg. 15
 - All Holy Week services requiring musical accompaniment.
 - Ash Wednesday Services
- At the request of the church, provide organ music for services in addition to those specified above (this does not include weddings and funerals, which are governed separately)
- Rehearse once weekly with the choir and at extra rehearsals as may reasonably be called by the OCM. There are no choir rehearsals during the summer; dates of the first fall and last spring rehearsals are at the discretion of the OCM.
- If available, perform at weddings and funerals held at the church for which organ music is requested. Remuneration for such services shall be made to the OCM by the party requesting organ music. The services of other organists may be used only with the permission of the OCM and approval by the rector.
- Determine and execute choir rehearsal (specific arrangement to be negotiated between OCM and Choirs)
- Other duties as listed below:
 - Collaborate with the Rector to select appropriate anthems.
 - Select choir pieces that are appropriate for the skills of the choir members, and are musically sound.
 - Help recruit new members for the choir.
 - Develop and maintain constructive and cooperative working relationships with other staff members and musicians.
 - Be or become familiar with The Episcopal Church's expression of worship and the Liturgical Calendar.

Obligations and Responsibilities of St. Peter's Episcopal Church

-A salary of \$21000 shall be provided annually, to be paid on the 15th and 30th of each month. This shall be reviewed annually.

-For performance at the request of the church at weddings or funerals, the following remunerations shall be made in addition to salary:

- \$250 per wedding

- \$100 for attendance at a wedding rehearsal

- \$100 per hour for extra preparation with a soloist

- \$250 per funeral

-Guest organists or recitalists shall not be engaged to perform musical functions without the prior advisement of the OCM

Vacation and Sick Leave

-The OCM shall be granted vacation (with full salary) for two weeks (two Sundays and whatever other services and/or rehearsals that might occur in vacation periods) annually. The OCM shall arrange vacation time and shall assist the church in arranging for a substitute. The OCM shall be allowed to carry up to one week of vacation into the next contract year. Should such accrued vacation not be used by the end of the second year, it shall be forfeit.

-The OCM shall be allowed up to two Sundays and two rehearsals per year as sick leave without reduction in salary. The OCM shall be allowed to carry up to two Sundays and two rehearsals as sick leave into the next contract year. Should such accrued sick leave not be used by the end of the second year, it shall be forfeit.

Use of Facilities

The OCM shall be permitted to use the pianos and organ of the church for private teaching and recitals, provided times of lessons and recitals and use of the facilities are scheduled in advance through the church office.

Renegotiation

Either party may seek to renegotiate this contract at any time. Regular renegotiation will be conducted prior to January 1 each year.

Termination

This agreement may be terminated by either party, provided written notice is given ninety (90) days prior to the date of termination.

Signed by Organist/Choirmaster

Date

Signed by Rector

Date

The Rev. Christopher M. Adams