



Saint Stephen's Episcopal Church

Organist/Choir Director

Job Description

Summary: The Organist/Choir Director position is a part-time staff position who reports directly to the Rector (senior pastor) and leads the Music Ministries of the parish.

The mission of St. Stephen's is: to be a community of people made more complete by the grace of a perfect God, who proclaim the Gospel by sharing the reconciling love of Christ with others through redeeming acts of hospitality, forgiveness, justice, and peace.

St. Stephen's is the largest and oldest of three Episcopal churches serving the Goldsboro and Wayne County community. We were founded in 1853 and have been serving the people of God in this community ever since! St. Stephen's also has a long history of strong musical programs, active youth ministry, mission trips, and activity in local outreach to the homeless and people with food insecurity.

DUTIES. Working with Rector, the Organist/Choir Director ("Musician") will serve at the pleasure of the rector and is the central figure ensuring the quality, substance and appropriateness of the music that serves an integral part in the rector's and the parish's vision of ministry, to include maintaining our strong Anglican & classical musical tradition while recognizing the opportunity to introduce less traditional musical offerings in certain services or settings. The Musician will work with volunteers, vestry, and staff to carry out that work. The Organist/Choir Director will be responsible for:

- A.** Providing music and musical leadership at the regular Sunday services of the Parish, Holy Week, Christmas, additional services that are part of the Parish's liturgical custom and cycle, evening services on Wednesday during Lent, and other times agreed upon by Rector and Musician.
- B.** Being responsible for participation and planning services in conjunction with the Rector and such other staff as the Rector may include in liturgical planning activities.
- C.** Providing consultation and advice and providing or arranging for music at weddings and funerals conducted in the Parish as necessary to achieve pastoral and liturgical aims of the services. Musician shall maintain a fee schedule for music for weddings and funerals (any of which the Musician may waive at his/her discretion).

- D.** Being responsible for the planning, administration, and expenditure of the music budget, and providing an accounting of expenditures to the Rector, the Vestry, or an appropriate financial officer of the Parish.
- E.** Recruiting, training, and rehearsing the choirs, ensembles, and singers of the Parish, including Youth and Children's Choirs and leading congregational training sessions.
- F.** Being responsible for the choir library and musical instruments of the Parish. Making any necessary arrangements for the care and maintenance of the instruments. Maintaining the music library in an orderly fashion to assure a suitable number of copies of musical pieces. Musician shall not engage in the unauthorized duplication of copyrighted materials. Musician shall obtain all necessary permissions and authorizations prior to any reproduction of copyrighted materials.
- G.** Being responsible for the employment, at Parish expense, of such other musicians as may be required to meet the musical needs of the Parish, including substitute organists, conductors, instrumentalists, assistant musicians or singers, all in consultation with and subject to the concurrence of the Rector.
- H.** Attending regularly scheduled staff meetings, scheduled meetings of the music and liturgy committees, and such other meetings as may be necessary for the conduct of the Parish music program.
- I.** Being subject to the canonical authority of the Rector, and working cooperatively and responsibly with the Rector and staff to further the work and mission of the Parish.
- J.** Obtaining necessary substitutes for when Musician is absent from duties. Musician shall inform the Rector in advance of any proposed absences and diligently endeavor that the persons performing substitute duties are competent, informed as to the liturgical needs of the Parish, and rehearsed in those duties. Substitutes for musicians shall be compensated by the Musician, unless his/her absence is for reason of vacation, continuing education, or church business.
- K.** Facilitating communication with the staff and the Rector to achieve integration and collegiality with all ongoing shared ministries within the Parish, Musician shall be present in the Parish and engaged in church business a minimum of 24 hours per week, unless his/her absence is for reason of vacation, continuing education, or church business.
- L.** Parish will provide Musician with the use of a laptop computer. The computer and all software provided shall remain the personal property and licensed software of the Parish.

Education and experience:

- Bachelor's Degree (preferred)

Background check:

- Employment is contingent on a successful completion of criminal background check. Minimum three references are required, including at least one personal and one professional reference.

Compensation and benefits:

- The position is part-time (24 hours per week), with salary (\$39,000/year) and benefits.
- Benefits: The church makes a contribution to a 403(b) retirement plan equal to 5% of income; the church also matches up to 4% of employee contributions to the 403(b).

To apply:

- Please send Cover Letter, Resume, and at least 3 references (including at least 1 personal and 1 professional) to The Rev. David Wyly at: rector@ststephenschurch.com