

Position Description

Job Title: Director of Music Ministries

Position Reports to: Rector
Short hour (1/2 time), non-exempt, year-round

Summary:

This position plans and coordinates the presentation of the musical gifts of the parish, as well as performing on a variety of keyboard instruments.

Essential Duties and Responsibilities:

- Plays the organ and piano during worship services.
- Directs, rehearses, and accompanies the choir on a weekly basis.
- Builds up the choir – in numbers and in development of skills. Teaches needed skills in sight-reading and general vocal production.
- Encourages the participation of parish members in making music of all kinds.
- Works with the Rector to choose congregational music (hymns & service music) for the worship services of the parish.
- Selects choir music to be performed during services: weekly anthems and occasional special music
- Fosters congregational singing, teaching and leading “from the bench.”
- Plans special music for Christmas and Easter and other major feast days, as well as hiring additional musicians as necessary
- Available to play organ or piano for funerals and weddings for additional outside compensation or arranges for a substitute in consultation with the rector and the family.
- Monitors the condition of musical instruments and schedules maintenance and conservation as needed
- Works with the vestry liaison for worship to propose and advocate for yearly budget items for the music ministries of the parish.
- Maintains parish’s music library and ensures that the parish’s use of music is in compliance with copyright laws.
- Initiates and trains a children’s choir (desired, not required)
- Re-initiates and oversees a handbell choir (desired, not required)
- Related duties, as required.

The Reverend Tracy J. Wells Miller, Rector

125 Canterbury Drive, Aptos, CA 95003
Mailing Address: P.O. Box 188, Aptos, CA 95001
831-708-2278 www.st-john-aptos.org admin@st-john-aptos.org

Requirements/Qualifications for the Position:

Knowledge and Skills:

- Demonstrated ability to use the musical gifts and talents present in a congregation to enhance the congregation's worship experience and attract new members
- Commitment to the parish mission and the formation of its people for Christian life.
- A sense of calling to parish music ministry.
- Considerable knowledge of music theory and its applications. In general, a high level of musicianship and musical flexibility – be able to transpose (at sight a plus), arrange, adapt.
- Considerable skill in playing the organ and the other keyboard instruments
- Good knowledge of Anglican liturgy and musical heritage.
- Ability to work well with musicians of varying levels of skill and ability and with a wide variety of personalities in the congregation
- Previous experience with choir direction, demonstrated skill in leading a choir
- Skill in playing for congregational singing (not primarily for solo performance)
- Some familiarity with a wide variety of musical styles.
- Skill in working collaboratively to develop the overall direction of the music program

Physical Demands:

The job demands are consistent with light work, although the employee may be required to lift and carry more than 25 lbs. infrequently. Work involves some bending, stooping, and reaching, in the arrangement of instruments in the sanctuary.

Hours of Work:

The Director of Music Ministries will work 19-24 hours per week, inclusive of Sundays, weekly choir practice, practice/preparation time, and any special services for Holy Days or other special events.

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