



*church of reconciliation*

---

## **DIRECTOR OF MUSIC MINISTRIES**

The Episcopal Church of Reconciliation

Reports to: Rector

Status: Salaried-Part Time

### **Job Summary**

To promote leadership in developing and implementing the music ministries of Episcopal Church of Reconciliation, and to actively engage the congregation in worship through music.

### **Essential Functions**

- In coordination with the Rector, coordinate music for worship services including any vocal and/or instrumental performances.
- Work with the Rector and Worship Committee in planning.
- Direct and oversee the rehearsal and performances of the Reconciliation Choir
- Provide musical accompaniment for services, weddings, and funerals.
- Recruit and encourage musicians, both vocal and instrumental, within the congregation and promote the music program.
- Maintain regular choir rehearsal and communicate weekly with choir members via email.
- Select and purchase choir music within budget.
- With the Rector, plan music for special occasions and holy days.
- Catalog and organize all music resources.
- Oversee the care and upkeep of all instruments.
- Provide the Parish Administrator with hymn and music selections and other bulletin information.
- Participate in the weekly staff meetings.
- Attend continuing education events as approved to enhance and improve job skills.
- Offer suggestions and observations which would improve Rec's music ministry.
- Assume such other duties as may be assigned by the Rector.

### **Qualifications**

- A degree in music education, music performance or equivalent experience.
- Experience in an Episcopal or similar liturgical setting preferred.
- Enthusiastic with good verbal and written communication skills.
- Ability to actively engage the congregation during worship through music.
- Ability to give and receive constructive criticism.
- Ability to promote harmony in the workplace by maintaining good working relationships.

- Ability to give detailed attention to the duties for which he/she is primarily responsible while offering imaginative and creative thinking to the overall vision of Episcopal Church of Reconciliation.
- A commitment to spiritual growth which will enhance the basic theological outlook of the The Episcopal Church.

### **Terms of Employment Hours**

This is a part time position requiring approximately 20+ hours a week, the majority of which to be worked at church. Regular office hours will be maintained. Work with the Rector, other office staff, and Worship Committee.

All requests for personal time must be approved by the Pastor.

Benefits: There are no benefits for part-time employees.