

JOB DESCRIPTION

For the position of DIRECTOR OF MUSIC

Trinity Episcopal Church

Updated August 2026

Job Description

Position Summary:

The Director of Music position is designed to work closely with the Rector, Organist, and Administrative Assistant to make thoughtful music selections for worship as well as provide outstanding musical support and guidance to Choral Scholars. The Music Director will prepare music that provides an environment of worship and adoration, and is a key part of church leadership team.

This is a part-time position requiring 6-8 hours per week. Schedule is flexible, except for required Sunday mornings from 9:30a-12:00p. The Director of Music should conduct choir practice each week at their discretion. Music must be selected and turned in to Admin Asst by noon each Wednesday, so it can be printed in bulletins. For this position, it is reasonable and acceptable to miss 4 Sundays per year. The following preparations should be made prior to time off:

- Notify Rector, Admin Asst., and Choral Scholars in a timely manner
- Turn in chosen music selections for Sunday service by prior Wednesday

Direct Supervisor: Rector

Qualifications and Gifts

- Have a love of God and demonstrate a commitment to follow the ways of Christ.
- Have a talent and passion for music, including familiarity of hymns and worship songs
- Be able to work in an environment requiring sensitivity and compassion.
- Display excellent communication skills and interaction with staff and congregation for musicality purposes

Responsibilities

- Communicate with Rector and Admin Asst on weekly service songs
- Select hymns and anthems that support the liturgical year and scripture readings for services

- Serve as support for church weddings and funerals as availability allows
- Lead music/choir at 10:30 Sunday service each week
- Recruit choral scholars as needed
- Be available on special occasions such as Holy Week, Advent, Lessons & Carols, Bishop Visits, and Christmas service
- Invite musical guests occasionally to enrich worship
- Have reasonable availability through email and phone