

## **Director of Music Ministries 2024**

*St. John's Episcopal Church, Lancaster*

### **Job Description:**

DIRECTOR OF MUSIC MINISTRIES (Part-time) -- St. John's Episcopal Church, Lancaster, PA seeks a permanent Minister of Music who shares the belief that leading worship is an invitation for others to encounter God through sacred sound. This person should possess a Christ-centered faith and a willingness to be creative and innovative.

Responsibilities include two Sunday services, with the latter service to include an adult choir. The organ is a Wicks with Digitally Sampled Aeolian-Skinner Voices.

**Salary Range:** \$20,000 to \$22,000 (12-15 hours per week)

### **Growth & Short-term Vision of Music at St. John's:**

It is our fervent hope and prayer that our new Music Minister will see themselves as a member of a spiritual leadership team whose primary responsibility is to create an atmosphere for encountering God through building a community of faith among the choir, musicians, and wider church community. The candidate will raise up the gifts, talents, and hearts of the people by empowering the community to share their gifts and talents with others.

The ideal candidate will create opportunities for greater involvement among members of all ages, will work to incorporate and encourage children and youth in current offerings, and find new opportunities for our young people to share their gifts.

### **Responsibilities Lists:**

Organist:

1. Play hymns, service music, anthems, preludes, and postludes for:
  - a. Sunday 8:00 am and 10:15 am services.
  - b. Weddings and funerals
  - c. Festive occasions and holy days: Christmas Eve and Day, Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Easter Day, and other mutually agreed upon occasions.
2. In consultation with the Rector, select and submit in advance hymns, service music, preludes, anthems, and postludes that correspond to the seasons of the church year.  
Hymnals include, but are not limited to: Hymnal 1982, Lift Every Voice & Sing, and Wonder, Love, and Praise.
3. Accompany the choir at all rehearsals.
4. Instruct pre-marriage couples regarding music selection and attend all wedding rehearsals.
5. Secure, in one's absence, a substitute organist.
6. Oversee maintenance of organ and pianos.
7. Secure soloists, instrumentalists, and other special musicians.

Chancel Choir Director & Handbell Choir Director:

1. Direct the chancel choir and lead the congregation in hymns and service music for:
  - a. Principal Sunday Services, September through June.
  - b. Festival occasions and holy days, including Ash Wednesday, Holy Week, Easter, Christmas Eve, and mutually agreed upon occasions.
  - c. Funerals as requested.

2. Direct the volunteer handbell choir.
2. Rehearse the choir(s) weekly.
3. Arrange special music as occasions and opportunities arise or are created.
4. Assist the choir in recruiting new members from the congregation or other sources.
5. Maintain a library of music to provide for both diversity and familiarity in the musical ministry of the congregation.
6. Meet regularly with the Staff and Worship Committee, and ensure clear avenues of communication exist between other committees and choirs/instrumentalists.
7. Introduce new hymns and service music to the congregation.

**Other Responsibilities:**

1. Write regular music articles for the monthly “Messenger” newsletter.
2. Prepare annual music budget for vestry approval and manage the same.
3. Coordinate special concerts or musical events at the church.

**Privileges:**

1. Have the sole right to play at weddings and funerals, except by arrangement with a substitute organist/musician who, in that event, should receive the usual fee.
2. Have the right to give private instruction on the church premises.