

Music Director Job Description

St. Mary's Episcopal Church, Portsmouth, RI

Smcportsmouth.org

We seek a part-time music director to play both organ and piano at our principal service on Sunday mornings as well as direct the choir and grow our music program. Initially, this will be a one quarter time position, approximately 10 hours per week. We prefer our Music director to have knowledge and experience in the Episcopal Church's liturgical and music tradition. This position is salaried and will be paid every other week.

We are a growing, faithful community that appreciates music. We have an all volunteer choir of ten singers. Our congregation heartily sings in a variety of music styles. As an intergenerational community we welcome interested children and youth to participate musically.

We look forward to continuing to grow musically and in numbers of musicians. The new director will need to have vision, and the leadership ability to grow our music program. Our parish leadership is open to growing the position as the program grows and as we are able to support this.

We have three worship venues: an historic church recently restored with a new Rogers digital organ and a piano, a large contemporary chapel with a grand piano and an outdoor worship venue with a sound system to amplify piano and choir. We use all three venues during the year. Applicants need to be able to lead a congregation with organ and piano.

Responsibilities include:

- Planning music for worship in consultation with the rector.
- Leading music for the primary worship service on Sundays as well as special services in the liturgical year. Special services include, Ash Wednesday, Maundy Thursday, Good Friday, The Great Vigil of Easter, an extra service on Easter Sunday, Christmas eve, and Christmas Day.
- Leading the St. Mary's choir at the principal Sunday service during the program year, including one rehearsal per week. (Choir program year to be defined and agreed upon between Music Director and Rector.)
- Extra choir rehearsals as needed to prepare special music or for major feast days (Christmas, Easter).
- Include other instrumentalists/musicians if possible as budget and opportunities permit.

- Creating additional opportunities to welcome members and guests to enjoy music at St. Mary's, such as concerts (indoor or outdoor) Choral evensong, Advent lessons and Carols.
- Obtain supply musician/choir director for any services when absent.
- Communicate and administer the payment process for supply organists.
- Schedule tuning and maintenance of instruments.
- Maintain music library and instruments (tuning etc.)
- Work collegially with parish staff and lay leadership.
- Communicate music plans and submit necessary inputs to parish administrator according to deadlines for weekly bulletin preparation.
- Work with individuals and families to plan and provide music for funerals and weddings with additional compensation.
- Join in monthly meetings of the worship team, as able and especially in planning special liturgies of Holy Week.
- Prepare and oversee the music budget.
- Find joy in sharing ministry with choir, staff and congregation.
- Join us for fellowship and community events as interest and time permits.

Salary: This is a quarter time position (about 10 hours a week) \$20K-\$26K commensurate with experience.

Application Process: Send letter of interest, resume, and three references to the Rev. Jennifer Pedrick, Rector at jennifer@smcportsmouth.org

Please indicate "Music Director Search" in the subject line. The process will remain open until the position is filled.