

Job Title: Music Director
Work Times: Sunday-Thursday/Hours May Vary

Status: Part-time
FLSA Status: Exempt

Supervision: The position reports to the Rector.

Job Summary: The Music Director is the principal musician and the principal music educator for All Saints. As a musician, the Music Director will be diligent in preparation and presentation and will collaborate with others to provide and enable the highest possible standard of worship. As an educator, the Music Director will teach congregational music and explain worship/liturgical concepts. The Music Director leads and accompanies parishioners in worshipping God through hymnody, psalmody, and liturgical singing. The Music Director leads All Saints music program which includes the Adult Choir, All Saints Ringers and our children's choir. The Music Director will work closely with the Rector to ensure all music offerings are consistent with parish mission, values, and theology.

Choir and Musicians

- Provide music for worship (typically choral introit, psalm, anthem and occasionally communion) and select service music for services including psalms, hymns, mass settings and choral anthems appropriate for the liturgical season and consistent with Episcopal liturgy.
- Select hymnody and service music that resonates with our worshipping community and encourages participation by all members.
- Select and coordinate choral and instrumental music for additional services throughout the year including, but not limited to: Choral Evensong, Holy Week, the Easter Vigil, and all Christmas services.
- Coordinate and lead music for the Candlelight Tour of Historic Houses of Worship which is typically on December 26th and the Candlemas/Fire in Ice Festival on the first Saturday of February.
- Conduct weekly choir rehearsals and pre-service warm up and run-through for each Sunday worship or additional service.
- Select music and conduct weekly rehearsals for the All Saints Ringers, training new members as needed.
- Actively recruit new members to all choirs.
- Schedule other All Saints choirs to sing and play, including the children's choir and the All Saints Ringers, so they might offer their gifts on a regular basis during worship services.
- Lead worship services from the organ or piano or other musical instruments as available.
- Select accompanists as needed.
- Hire instrumental and vocal soloists and other paid musicians
- Work with others to develop and provide music programming for a variety of children and youth events, including VBS, two youth Sundays per year, and the annual Christmas Pageant.
- Continue to nurture interest in our children's choir.
- Provide music for weddings and meet with prospective couples to discuss and select appropriate hymns or music for their wedding ceremony.
- Provide music for funerals and coordinate with families and clergy for hymns and other music appropriate for the funeral service.
- Engage the musical gifts of the congregation in worship and encourage and educate the congregation to sing, worship, and learn new music.
- Work with the clergy and church leadership to develop ideas and plans to grow and develop All Saints' music programs including raising up new musicians across all choirs and musical offerings.

Administrative Responsibilities

- Work collaboratively with the All Saints staff, particularly the clergy, to plan worship.
- Attend weekly staff meetings on Wednesdays at 11:00 a.m.
- Provide all musical selections to the Communications Manager at least two weeks in advance so the bulletins can be produced in a timely manner.
- Advise the Vestry and clergy regarding any major repairs needed on All Saints instruments. Schedule routine maintenance as needed.
- Supervise: filing of music, maintenance of choral library, maintenance of choir vestments, and preparation of choir room.
- Arrange for substitutes during times of absence.
- Take time needed for personal rehearsal and development.

Outreach to Community

- Network with other music directors in Frederick and surrounding areas to develop and find ways to help execute the mission of the parish through music.
- Participate in ecumenical worship services with downtown churches, taking leadership for musical offerings as appropriate (for example, BachtoberFest in October and the HymnFest in May).

Budget and Reporting

- Develop and manage an annual music budget which includes expenditures for vocalists, instrumentalists, sheet music, or other resources, as well as the regular maintenance of all instruments. The music budget is approved by both the Budget and Finance Committee and the Vestry.
- Once the budget is approved, endeavor to spend no more than the budget allows for each line item.
- Develop a working knowledge of the Winebrenner/Ashbury Restricted Music Fund and the Instrument Repair Fund and the ways in which they can be used to support the music ministry.
- Write a summary of accomplishments and future opportunities once a year for the annual report to the congregation.
- Participate in annual reviews of job satisfaction with the Rector.

Required Knowledge, Skills, and Abilities

- Expert knowledge of musical offerings and liturgy.
- Keyboard skills, conducting skills, and basic vocal skills.
- Skills in accompaniment, both for choral and congregational singing.
- Knowledge of Episcopal liturgy and worship.
- Solo performance skills on piano and organ across a wide repertoire.
- Ability to be flexible and adjust appropriately to meet the needs of our parishioners, as well as the ability to respond effectively to sensitive issues that may come up.
- Ability to maintain confidentiality.
- Ability to organize, coordinate and motivate.
- Ability to supervise, plan, and coordinate the work of assigned staff, choir members, and volunteers to accomplish congregational goals and objectives.
- Proficient with Microsoft, Google, membership databases, website and social media.
- Knowledge of music notation software such as Sibelius or similar.
- Excellent written and verbal communication skills and the ability to effectively present information.

- Ability to work as a team member, developing and maintaining effective relationships with other staff members, choir members, volunteers, lay leadership, vendors, and other community professionals.
- Strong organizational and project management skills.
- Ability to provide efficient, timely, reliable, and courteous service to support parish operations.
- Self-motivated, diligent, and creative

Education and Experience

- Bachelor's or Master's Degree in music or equivalent.
- 5-10 years of experience preparing, rehearsing and conducting a choir and developing church choirs (vocal and handbell), both volunteer and professional.
- Experience working with children and youth for choral singing.

Physical and Environmental Conditions

Position requires the ability to stand for considerable amounts of time, sit, play a musical instrument, and use a computer or standard office equipment. Position requires the ability to occasionally lift musical instruments of up to 25 pounds or easily move a piano or organ.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as worship spaces, offices or meeting rooms, e.g. use of safe workplace practices with musical instruments, office equipment, and/or avoidance of trips and falls and observance of fire regulations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.