

Job Title: Organist/Choir-Master
Reports to: Fr. Seth Dietrich
Prepared by/Date: Jean Maier, Jenny Riggs, June 2014
Approved by/Date: Seth Dietrich August 2014
Incumbent: Scott Riedel
Employee Acknowledgement/Date:
Status (FT or PT): Part Time
FLSA (Exempt or non): Non-Exempt

Job Summary

Music is an important part of the life of Christ Church. Under the leadership of the clergy, the church organist/choir-master exercises an important ministry that reaches out to the members of the congregation. Reporting to the Rector, the organist/choir master has a leadership role in cultivating a music program that is inviting and accessible to the parish community. Major responsibilities include leading and accompanying congregational hymn-singing, choosing and performing appropriate music as preludes, interludes and postludes during worship services. Duties extend from approximately Labor Day (early September, mid-Pentecost season) to approximately Memorial Day (late Spring, Trinity Sunday) and include Sundays and all church holidays. For specific list, see addendum. If there is a need for the services of the organist/choir master at other times (weddings, funerals, et al.) mutually-agreed compensation for that occasion will be determined in advance.

Essential Functions

Organist

- Select and play Prelude, Voluntary, Communion and Postlude music, hymns, and service music and play for all Sunday and Seasonal Services. Submit the list for bulletin printing (5 days in advance).
- Accompany choir, soloists during rehearsals and services
- Arrange for and rehearse with instrumentalists for services as may be desired
- Accompany children's music in Sunday and Seasonal Services as may be desired in coordination with Children's Music Director
- Coordinate organ voluntaries and Bell Choir schedule/selection with Bell Choir Director
- Be available to play for Funeral Services (selection made by priests), and Wedding Services (music typically selected in consultation with family). Extra fee applies.
- Perform administrative duties which include: maintaining the organ, submitting budget for organ/music related line items, submitting annual report on music activities.

Choir-Master

(often the two aspects of this job are performed by the same person)

- Select Choral anthems and vocal soloist music. Arrange Psalms; submit with text and marked psalm list for bulletin printing (5 days in advance).
- Coordinate children's music usage in Sunday and Seasonal Service with Children's Music Director
- Lead all choral rehearsals (Wednesday evenings, 7:00 pm to 8:30 pm) and lead choral singing in Sunday and Seasonal Services for Sunday services and noted holidays. See addendum.
- Arrange for and rehearse with choral-related Bell Choir, soloists and instrumentalists for services as may be desired.
- Perform administrative duties to include: maintaining piano, submitting budget line item, writing annual music activities report, recruiting choir singers, maintain choral music library, maintaining and distributing sheet music to singers (Choral sheet music library is located in the second floor "Youth room" and second floor "Attic".) Assure that all singers have necessary supplies: vestments, hymnals, books, and sheet music copies (coordinate vestments with volunteer choir member vestment manager).
- Coordinate musical rehearsals, accompaniments, and service participation with a possible RSCM Children's choir education program. Details and compensation to be determined in consultation with the Rector.

Minimum Qualifications

- Technical skills as an organist
- Broad, comprehensive musical knowledge
- Experience in choral conducting
- Strong interpersonal skills, good communication and teambuilding skills
- Spiritual and theological knowledge
- Solid planning and organization skills
- Demonstrated ability to lead a choir

Work Environment and Physical Demands

- For the most part work must be done on the parish campus. Occasional attendance at staff meetings.
- Normal office environment requiring sitting, standing and walking on normal surfaces including stair steps; choir rehearsal room is upstairs.
- Lifting and carrying regular office materials with weights up to 25 pounds.

Responsibility and Accountability

The Organist/Choir-Master is supported by and reports to the Pastor. An evaluation and review structure for this system will be completed annually.

Core Competencies

- Organization Skills – Ability to organize schedules and necessary resources (e.g. people, materials etc.)
- Communication Skills – Articulate, good listener
- Interpersonal Skills – Establishes good working relationships with all others relevant to completion of work; builds appropriate rapport; considers the impact of actions on other people; uses diplomacy and tact; avoids communications triangles.
- Trust and Integrity – Trusted, truthful, confidential
- Technical skills – organ mastery, musical knowledge, choir conducting

Addendum – Specific Services and Church Holidays

Duties extend from approximately Labor Day (early September, mid-Pentecost season) to approximately Memorial Day (late spring, Trinity Sunday).

These services must be supported:

- Sunday services
- Christmas Caroling Concert
- Christmas Eve (Children's, Lessons & Carols, Late Service)
- Christmas Day
- Epiphany Day (occasional)
- Ash Wednesday
- Maundy Thursday
- Good Friday
- Easter Vigil

Additional events and services to be discussed/determined:

- Epiphany dinner music
- Evensong Services
- Other Concerts