

DIRECTOR OF MUSIC PART-TIME EMPLOYEE

The Director of Music (25 hours per week) is the lead pastoral musician at Grace Church, leading the congregation in their spiritual formation as a singing assembly. The Director of Music, working closely and cooperatively with the Rector, plans and directs music appropriate to all weekly and seasonal worship. The Director of Music is supervised by the Rector and leads the Grace Music Circle.

RESPONSIBILITIES AND MAJOR DUTIES:

Management and Coordination

- Hold the people of Grace Church in prayer and approach the work vocationally as a spiritual leader and teacher.
- Collaborate with the Rector on the selection of music, inclusive of hymns, songs, and instrumental music, for weekly and seasonal worship.
- Coordinate with the Parish Administrator on the provision of musical materials for the service bulletins.
- Hire and coordinate with substitute and guest musicians and volunteers for weekly and seasonal worship.
- Manage and track the budget for the music ministry, including allocated time for staff and contractors, staying within the annual budget.
- Collaborate with clergy and lay staff on musical programming for children and other groups, as needed.
- Participate as a staff member in weekly and seasonal staff meetings and planning sessions.

Music Circle

The Music Circle at Grace is a group of vocalists and instrumentalists spanning ages and ability levels, and serving the congregation as leaders of the assembly's singing. The culture in the Music Circle allows for sacred and secular music with flexibility, openness, and a commitment to receive the gifts of all.

- Lead and collaborate with a diverse group of musicians (including accomplished and novice vocalists and instrumentalists) during our two Sunday services (8:00 & 9:30 a.m.) and other seasonal services.
- With the Music Circle's help, occasionally introduce and teach new music to the congregation.
- Hold weekly rehearsals with the Music Circle.
- Arrange for and coordinate solo and ensemble offerings, including by youth musicians.
- Recruit and nurture participation in the Music Circle.
- Rehearse briefly with Music Circle on Sunday mornings, prior to the 9:30 a.m. service.

Creative Leadership

- Plan and offer musical selections for the assembly to sing, leading worship primarily as a keyboardist, and drawing from a variety of traditional hymnody and contemporary music.
- Assess, edit, and curate Grace's music archive ("the white binder") and library, supervise the acquisition of new repertoire, and manage licensing obligations.
- Offer other musical gifts, e.g., composing, arranging, and faith-formation events that focus on music.

Additional Responsibilities

- Attend regular weekly staff meetings at Grace, in person or remotely.
- Provide a monthly report to the Program Ministry Council, our internal network of lay ministry leaders.

QUALIFICATIONS:

- Professional musical training (particularly in keyboard), familiarity with a range of musical traditions, and ideally ability to transpose keys and create chord charts.
- Openness to the gifts of musicians of diverse abilities and ages, with a gift for drawing out new musicians.
- A familiarity with Christian liturgy and seasons; a personal sense of vocation as a pastoral musician.
- Excellent communication skills and a commitment to teamwork.
- Ideal candidate would be proficient to oversee audio and video systems.

Compensation:

- This is a part-time position, 25 hours per week at \$32 per hour, with the expectation of being present on all Sundays and other special services.
- Paid time off (4 weeks' vacation/1 week sick leave) and participation in pension plan are part-of the compensation package.
- Right of first refusal for memorial services and weddings.

To Apply: Submit cover letter, resume, and any relevant audio files or links to reveric@gracehere.org. Applications accepted until May 20, 2024.