

# All Angels by the Sea Episcopal Church ~ Longboat Key, FL

## Position Description

### Organist and Music Director (Herein referred to as “the Music Director”)

To provide creative leadership of a music program that will encourage the musical gifts of the congregation and enhance worship through a variety of musical styles that is vital, attractive, and appropriate. This will include: (1) facilitating worship through the playing of the organ and/or piano (2) Directing the All Angels’ Choir and Bell Choir. (3) Organizing and gathering outside musicians for special Sunday performances. (4) Participate in the music portion of funerals and weddings.

### Dimensions

October 1<sup>st</sup> through Easter:

- 10 a.m. Sunday: Rite II liturgy with choir anthems, hymns and organ/piano music.
- 10 a.m. Thursday: choir practice. 11 a.m. Bell Choir practice

Easter season – July 30<sup>th</sup> and the month of September

- 10:00 a.m. Sunday: Rite II liturgy with congregational hymns and organ/piano voluntaries.
- Lead the choir with an anthem at the first Sunday of each month.

August

- Vacation

Provide organ and choral music for the following additional services during the year:

- Christmas Eve (5:00 p.m.) NOTE: No Christmas Day Required unless on a Sunday.
- Ash Wednesday (12 p.m.)
- Maundy Thursday (6:00 p.m.)
- Good Friday (12 p.m. w/ choir)

### Remuneration

- \$24,000 per year
- Average 4 hours on-site per week
- 2 weeks paid vacation, not to conflict with major feasts
- All Angels will make the appropriate FICA/Medicare/Workers Compensation contributions from which The Music Director may benefit as an employee.

### Weddings & Funerals

The Music Director has the first right of first refusal for music at weddings and funerals. The services of other musicians may be used with the permission of the Music Director and Rector.

## Nature and Scope

The Music Director functions under the direct supervision of the Rector. The Music Director exercises the Rector's canonical authority in the area of music, which is delegated by the Rector, and subject to the Rector's review.

The musical instruments and music library of the parish are at The Music Director's disposal. The Music Director works directly with volunteer choir personnel.

The chief challenges of the position fall into three areas:

- **Personal Relations**, through which choir members are recruited and retained, and the people of the parish are enabled to work with The Music Director. Additionally, members of the parish and community who may not be in the choir are able and willing to offer musical gifts.

- **Liturgical Sensitivity**, through which music is planned for the changing seasons of the Church Year and adapted to the formularies of the Church's worship. A wide range of musical styles (traditional, contemporary, jazz, gospel) is appropriate for worship and sensible incorporation of these styles would be supported during the interim period.

## Accountabilities

To achieve the Objective of this position, The Music Director:

1. Selects voluntary music, hymns, and anthems, planning about three to six weeks ahead.
2. Conducts weekly choir rehearsals, so that the choir may make their offering in worship to the best of their abilities. If, for unavoidable reasons, a choir rehearsal must be cancelled, The Music Director will first inform the Rector and then contact choir members prior to rehearsal time.
3. Maintains records of plans, choir membership, and music library, so that the work may be performed smoothly and efficiently. This work may also be achieved through the direction of volunteers.
4. Confers with the Rector and other parish leaders on a regular basis, for an average of one-half hour per week, so that they may work smoothly as a team and so that the Rector and other leaders may provide supervision. In a timely manner, The Music Director shares all concerns and ideas related to the position directly with the Rector or appropriate parish leaders.
5. Arranges for substitutes for The Music Director's vacation (at parish expense) or for personal leave (at The Music Director's expense) or for weddings and funerals at which The Music Director chooses not to serve (at fee-payer's expense).
6. Is responsible for the purchase of all necessary music and music supplies and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the church budget.
7. Is responsible for the upkeep of the church's musical instruments (at the expense of the church; expenditures in this area shall not exceed the amount provided in the church budget).
8. Gives notice of termination of employment at least thirty (30) days in advance of the termination.

All Angels shall:

1. Maintain a budget line in the annual budget for the purchase of new music and maintenance of instruments for the Choir and Music Director, amount to be determined in the annual budget preparation.
2. Provide the remuneration as in the section noted above. For vacation, The Music Director will obtain a substitute. The Church shall pay for the services of the substitute organist.
3. Give thirty (30) days advance notice prior to termination of employment.