

Saint James' Episcopal Church

Minister of Music Position Description

Grosse Ile, Michigan

Job Title Minister of Music
Description Part-Time (~16 hours/weekly)
Reporting to The Rev. Philip Dinwiddie, Rector
Total Salary Negotiable (\$12,000-\$18,000/year *plus benefits**)

Overall Position Description

Saint James' Episcopal Church is found on the eastern shore of Grosse Ile, a large, beautiful island in the Detroit River located 20 miles south of Detroit. This historic parish, founded 150 years ago this year, seeks a talented, joyful Minister of Music to further develop our music program and provide musical leadership in worship. A vibrant and growing community of faith, we are committed to welcoming all people. Our goal is to create relevant and authentic worship experiences that feed the soul. Traditional hymns, choral music, and ancient and modern organ pieces are the means we have typically used to meet that end. This traditional and thriving church (with members of every age and background) has a history of musical excellence. Our music library numbers 450 anthems with several large works and collections. We have two worship spaces and two organs: a two-manual Ruggles organ in our 1868 chapel has 13 stops and 12 ranks. A recently renovated two-manual Moller organ in our main sanctuary has 46 stops and 26 ranks (plus chimes and zimbelstern). Both organs are beautiful instruments suitable for services, concerts and recitals. This position includes playing for all services, training and directing the Adult choir, handbell choir, and working with the Rector. The ideal candidate will be a professional who seeks stable part-time work with schedule flexibility or a partially-retired professional who seeks a collegial atmosphere with excellent liturgy in a charming, relaxed setting.

Please send cover letter and resume/CV to employment@saintjamesgi.net
More information about Saint James can be found online at www.saintjamesgi.net

***Benefits**

1/2 Social Security paid
Lay Employee Pension after one year
4 weeks paid vacation after 6 months
Weddings \$200 / Funerals \$175 (average 10/year)
Church instruments & buildings available for provision of private lessons
\$500/year Continuing Education allowance
\$200/year Professional Association allowance

Professional Qualifications

- Education – Bachelor's degree (advanced degree in music preferred)
- Experience with choral directing and musicianship
- Experience in organ performance
- Experience in a liturgical tradition (Episcopal/Anglican preferred)
- Experience with handbell choirs
- Experience with instrumental ensembles

Parish Instruments

2010 Moeller/Ross King II/24 in main sanctuary
1988 Ruggles II/13 "tracker" organ in historic chapel
Geo. Steck 7' grand
Grinell consoles
Schulmerich 5-oct bells
extensive choral and handbell libraries
harpsichord and virginal

Required Skills

- Engaging, highly motivated, self-starter with a strong commitment to excellence.
- Natural ability to direct rehearsals, worship, and educational programs as a spiritual leader, helping the people to deepen their relationship with God in Jesus Christ, through prayer, music, relationship and song.
- Inspiring leader with choir members (all ages and skills), creating a learning environment
- Excellent communication skills and ability to work well with children, youth, staff, parents, volunteers, parishioners, local music community and the rector.
- Team-player, with ability to build relationships; thrives in a collaborative work environment.
- Excellent organizational, administrative & time management skills; strong attention to detail.

Duties

- **Provide music at all principle services of the church** (organ, piano, choral, or other music), including but not limited to:
 - All weekly Sunday worship services*
 - Services of Christmas & Epiphany*
 - Lent & Holy Week services*
 - Advent Lessons & Carols*
 - Weddings and Funerals (additional compensation provided)*
- **Develop the strength of the music program**, including leading rehearsals for: Adult Choir, and SPD Handbell Choir.
- **Identify, develop and utilize volunteer musical talent within the parish.**
- **Select all service music** in consultation with the rector. (Provide details electronically for preparation of service bulletins.)
- **Hire professional musicians**, as appropriate and within the parameters of the parish music budget, for liturgical festivals and special services, potentially including securing, recruiting and managing staff singers. Also secure substitute musicians during the absence of the Organist/Music Director.
- **Coordinate overall music schedule** within the liturgical year in consultation with the rector.
- **Prepare annual budget** request reflecting the needs for the total music program, including: printed music and supplies, musical instrument maintenance, vestments, training, substitute organist, staff singer & guest musician expenses.
- **Arrange for maintenance and tuning of all musical instruments.**
- **Guide and direct the current organ project** with Muller Pipe Organ Company in Northern Ohio. (After a \$250,000 improvement to the instrument in our main sanctuary in 2010, a further \$62,000 improvement has been approved.)
- **Develop contacts and relationships** with regional musicians and groups encouraging the use of Saint James' as a venue for musical and cultural events.
- **Attend weekly staff meetings** and meet with the rector on a regular basis participating in liturgical planning meetings and other meetings as directed
- **Prepare publicity releases and advertising** for concerts, recitals and performances as needed.