

## St. Mark's Episcopal Church Position Description

<i>Job Title:</i> Associate for Music Ministries	<i>Exempt Status:</i> Exempt
<i>Reports to:</i> Rector	<i>Direct Reports:</i> N/A
<i>Provides Work Direction to:</i> Choir, Instrumentalists, Volunteers	<i>Receives Work Direction from:</i> Rector
<i>Full Time or Part Time:</i> PT	<i>Hours Worked:</i> 19 - 24 hours/week

### Overview:

The Associate for Music Ministries will make a vital contribution to the spiritual life of the church and its members through music. This individual should possess strong musical and interpersonal skills. St. Mark's music program currently includes a small adult choir and an intergenerational hand bell choir. Our worship regularly incorporates organ, piano and occasionally other instruments. We are looking for someone who will continue the development of a dynamic program of congregational song, choral anthems, and instrumental music, teach us new songs from diverse traditions, and encourage our singing of traditional songs with renewed vigor. The ideal candidate will invest time and effort to incorporate all ages – including children – into the musical life of this parish. Experience in choral direction and organ / piano skills essential. Knowledge of / experience with liturgical music highly preferred. Email cover letter and resume to [rector@stmarksevanston.org](mailto:rector@stmarksevanston.org).

### Representative Responsibilities:

1. Develop the musicianship of the congregation. Teach and mentor musicians as they progress in their individual music ministries.
2. Direct and accompany the choir in one rehearsal and one warm-up per week in preparation for its participation in worship each Sunday.
3. Maintain effective communication with choir members. Prepare and publish a rehearsal schedule for all choir members to use.
4. Prepare and direct the Hand Bell choir in one rehearsal per week in preparation for participation in worship on a regular basis.
5. Hire and supervise any paid musicians, as needed.
6. Play at all weddings and funerals or provide competent substitute. Additional compensation will be provided.
7. As needed, prepare the choir / instrumentalists for participation in special services throughout the Church year.
8. Play and lead music at all regular (typically Sundays at 10:30 a.m.) services throughout the church year, plus special Holy Days to include
  - Ash Wednesday (evening)
  - Maundy Thursday (evening)
  - Good Friday (mid-day)
  - Easter Vigil (evening)
  - Easter Sunday (morning)
  - Feast of St. Mark's (a Sunday morning)
  - Thanksgiving Day (morning, every other year)
  - Christmas Eve (late afternoon and evening)
  - Christmas Day (morning)

9. Prepare weekly preludes and postludes that are seasonally and liturgically appropriate for all regular services, plus special Holy Days as outlined above.
10. Lead music at lakefront service on Sunday mornings in July and August (typically at 9:30 a.m.). This is in lieu of the 10:30 a.m. service.
11. In consultation with the Rector, select appropriate music (choral repertoire, hymnody, and other music) by consulting the readings and psalms for Sunday worship services; drawing from the Episcopal tradition and trying to be as diverse as possible.
12. Collaborate with staff and volunteers to provide all needed information for weekly worship bulletins and announcements in a timely fashion.
13. Participate in weekly staff meeting.
14. Ensure copyright compliance at all times.
15. Maintain the annual music budget.
16. Maintain the music library and database.
17. Schedule and supervise routine maintenance and tuning of all church instruments.
18. Participate actively in annual mutual ministry review.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks may be outlined in supplemental documents.

**Qualifications:**

Experience in choral training and directing  
Demonstrated proficiency at the piano and organ  
Liturgical music knowledge is highly preferred  
Experience with music notation software and general office software required  
Specific experience with the Episcopal Church is not required but must be willing to learn and work within Episcopal liturgical setting

**Mental Demands:**

Works collaboratively with other staff members and volunteers  
Works enthusiastically as part of a diverse community  
Receptive and responsive to feedback  
Demonstrates leadership and problem solving skills  
Self-motivated, proactive and able to work independently  
Maintains confidentiality

**Physical Demands:**

Ability to walk up/down stairs  
Able to stand for long periods of time  
Able to work holidays, weekends and evenings when position demands