

Job Description: Director of Music (part-time)

St. John's Episcopal Church Pleasantville, NY

Salary: \$13,000-18,000 per year, depending on experience

Type: Exempt, ¼ Time (8-12 hours per week)

Current Schedule: Setup for Sunday Worship 9:30 a.m.; One Sunday Worship Service 10:00 a.m.; Children's Choir Rehearsal 11:30 am -12:00pm. Staff Meeting One Agreed Upon Weekday for no more than 1 hour.

Benefits: Paid Time off for 4 Sundays

Instruments: Flentrop Orgelbouw B.V. Pipe Organ (1975). Kawai KG-6C 618784 Grand Piano (1972)

Position Summary:

Under the supervision of our new, enthusiastic Rector, the Director of Music is responsible for overseeing the musical aspects of worship and other St. John's activities. St. John's is a vibrant growing community of faith in the heart of Pleasantville, NY. This position requires a dynamic individual who is passionate about church music, and who can inspire and lead the congregation in meaningful worship experiences. The Director of Music will work closely with the clergy, choirs, and other musicians to plan and execute music for regular and special services. The Director of Music will play a critical role in supporting the church's work and mission by ensuring elevated worship and an engaging music program. This position has full support of the Office Administrative staff who works hard and smart to plan worship far in advance. The Director of Music has the opportunity to contribute to the church's success and the spiritual well-being of its congregation.

Key Responsibilities:

- **Music Leadership and Coordination:**

- Collaborate with the clergy to plan, select, and lead music for Sunday services, including hymns, anthems, and other liturgical music.
- Lead children's choir rehearsals after Sunday worship to prepare at least one song per month which will be performed during the monthly Children's Eucharist.
- Rehearse service music with teen cantor(s) prior to the Service with Cantor.
- Rehearse Christmas pageant with Sunday School Children on Sunday after church prior to Christmas Eve Service.
- Work toward building an adult choir. Once established, lead choir rehearsals prior to Sunday Worship, ensuring that choir is well-prepared for services.

- **Worship Services:**

- Play the organ and/or piano for regular Sunday services, including prelude, postlude, hymns, and anthems.
- Provide music for special services including Thanksgiving Service (Wednesday prior), Christmas Eve, MLK Day Celebration, Holy Week (Maundy Thursday Evening), Easter Day, weddings, funerals, and other church events.
- Coordinate with guest musicians as needed

- **Administrative Duties:**

- Develop and manage the music budget in consultation with church leadership.
- Develop the music program as a point of income and congregational vitality.
- Maintain the music library, ensuring that music is organized and accessible.
- Communicate effectively with the church staff, choir members, and congregation about upcoming musical events and rehearsals.
- Attend staff meetings and participate in church planning as needed.

- **Community Engagement:**

- Foster a sense of community and engagement through music, encouraging congregational participation.
- Explore opportunities for outreach through music, such as concerts, lessons, recitals, or collaborative events with other local churches and community groups.