

## **Job Posting for Organist and Choir Director at St. Peter's Episcopal Church**

### **Summary:**

The Musician shall serve as the Organist/Choirmaster, exercising their ministry under the spiritual direction of the Rector, in accordance with the Constitution and Canons of the Diocese of Upper South Carolina. The Organist/Choirmaster's responsibilities are to provide music and music leadership for Sunday services, Holy Week, Christmas, and additional services customary to the Parish's liturgical cycle. This musical ministry is vital to the life of the church and contributes significantly to the spiritual life of church ministers and visitors.

This position is a half-time position of 20 hrs./week and reports to the Rector or Priest in Charge. The salary range for this position is \$30,000-\$38,400 annually. Benefits include pension, and 3 weeks paid vacation, 6 days of sick leave, taking no more than 4 Sundays a year.

### **Essential Functions:**

**Worship Leadership:** Provide music for Sunday morning worship, in addition to other liturgically significant services (such as Christmas Eve, Holy Week, Easter and others) with first right of refusal for weddings and funerals (compensated separately).

**Choir Direction:** Recruiting for, training, supervising, and directing the adult choir which rehearses on Wednesdays from 7:00 to 8:30p.m., as well as putting together ensembles for special musical offerings. There may also be the opportunity to work with an ad hoc children's choir during the Christmas season.

Attending and leading choral rehearsals, rehearsing with other musicians or soloists and preparing for all such rehearsals.

**Service Planning:** Plan musical services in conjunction with the clergy and others as needed, such as the Worship and Formation Committee, as well as establishing an annual music calendar for liturgical events working with the clergy and staff at their yearly planning retreat to put such a calendar in place.

With the priest in charge, recruit and employ other musicians as required to meet liturgical needs of the parish.

Coordinating from time to time with the church's theatre group, the St. Peter's Players.

**Instrument Maintenance:** Oversee maintenance of the organ, musical equipment, music library, and choir room so that they remain in good operating condition, neat and orderly; Supervising maintenance of the organ and other musical instruments by entrusting that work to qualified and trained professionals when appropriate.

**Administration:** Participate in budget development, implementation, and management of musical programs.

Administer expenditure of the music budget and provide accounting for funds to Priest, Vestry and other financial officers designated by Priest to receive such information.

Collaborating with the audio technician to establish proper balance of all sound sources to ensure helpful and effective musical leadership in worship.

### **Education and Experience:**

Bachelor's and or master's degree in music, four years of organ instruction and four years' experience working in a liturgical church or comparable setting. OR, a minimum of four years of organ instruction and four years' experience working in a liturgical church or comparable setting.

Proficiency in choral conducting and accompaniment is highly desired.

Experience in church calendar, e.g., sense of church calendar/program year and pace of church year, preferred.

### **Qualifications and Skills:**

**Knowledge:** Possess a working knowledge of the Episcopal Church, its worship style and tradition or a willingness to learn.

**Collaborative:** Ability to work effectively with clergy, staff, parishioners and worship committee and being available for the weekly staff meeting on Wednesday mornings.

Ability to work with all abilities and experience.

Ability to work independently.

Consistently meets deadlines and can multitask.

### **Communication and Positive Interpersonal Skills:**

Must be able to orchestrate multiple activities at once to accomplish a goal; use resources effectively and efficiently

Must have a friendly and polite demeanor, be easy to approach and talk to; must be able to put others at ease, build rapport well; be a good listener.

Must be widely trusted; seen as a direct, truthful individual; admit mistakes, someone who can work with confidence and humility.

Must be tolerant with people and processes; must listen and check before acting, sensitive to due process and proper pacing; follow established processes.

**Certificates, Licenses, Registrations:**

Valid Driver's License required

**Organ:**

The organ is a newly installed Two Manual Walker Technical with Sequencing.

To apply Please submit your resume, a brief cover letter, and an optional audio or video recording of a recent musical performance to [priestincharge@stpetersgreenville.com](mailto:priestincharge@stpetersgreenville.com) or mail to:

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Attn: Priest in Charge  
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Greenville, SC 29615

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