

Saint James' Episcopal Church
Minister of Music Position(s) Description
Grosse Ile, MI

Job Title: Minister of Music (This position could be filled by 1 or 2 people)

Description: Part-Time (~18 hours/weekly)

Reporting to: Rector

Total Salary: Commensurate with Experience (\$20,000-\$24,000/year)

Overall Position Description

Saint James' Episcopal Church on Grosse Ile, Michigan (and island in the Detroit River, just south of Detroit) is seeking a talented, joyful, engaging and industrious Minister of Music to further develop, and lead, and grow our music program. Music is an integral part of Saint James' identity, worship and ministry. Our approach embraces the spectrum from our rich religious heritage of hymnody and choral music to expansive expressions such as spirituals, taizé, and world music. We are a vibrant and growing community of faith (130/average Sunday attendance) committed to being welcoming of all people, creating relevant and authentic worship that engages the heart and mind, and letting service to others transform who we are in the world.

We are looking for either one person to fill both positions or to splitting this position into two (organist and music director). The perfect candidate(s) will be excited by being part of Saint James' and the responsibilities and opportunities outlined below.

Please send cover letter and resume/CV to employment@saintjamesgi.net

More information about Saint James' Episcopal can be found at saintjamesgi.net.

Professional Qualifications

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

Required Skills

- 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.
- Engaging, highly motivated, self-starter with a strong commitment to excellence.
- Team-player, with the ability to build relationships; thrives in a collaborative work environment.
- Excellent organizational, administrative and time management skills; strong attention to detail.
- 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.

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

Parish Instruments

2010 Moeller/Ross King II/24 in main sanctuary
1988 Ruggles II/11 in historic chapel
Geo. Steck 7' grand
Grinell consoles
Schulmerich 5-oct bells
extensive choral and handbell libraries
harpsichord and virginal