

# Grace Episcopal Church

## Job Summary – Director of Music

### General

The basis for information in this summary is “The Personnel Policy of the Episcopal Diocese of Eastern Michigan” as adopted by the Standing Committee on May 28, 1998. The Diocese and all other employers covered by this policy are “at will” employers meaning that employment may be terminated by either party without cause, subject to the limitations and provisions of current Michigan Statutes.

### Reporting Relationship

The Director of Music is canonically responsible to the Rector. If conflicts arise with the Job Description, the Rector is responsible for determining a remedy. The Rector will conduct an annual performance review within 60 days of each employee’s anniversary date.

### General Summary

The Director of Music serves the Congregation as the principal musician, organist, and choir director. The Director of Music is to plan, coordinate, form, and lead the congregation, its choir, and musicians through all aspects of music for liturgical and worship services. Grace Episcopal Church is seeking a musician who can build a loving, grace-filled, creative atmosphere for worship. We are looking for an individual called to invite, train, and teach musicians of all ages to use their gifts.

### Responsibilities

- Participate in the ongoing development of music resources: researching, selecting, and developing the music library.
- Arrange weekly rehearsals for choirs and ensembles as needed during the program year (September – June). Our ensembles include an adult choir (who currently meet Wednesdays at 6-8 pm and Sundays @ 9:30 am), and a children’s choir (who currently meet for half an hour on Sundays).
- Arrange appropriate vocal support of guest musicians for worship during the summer months, as needed.
- Arrange appropriate substitute musicians for vacation periods in consultation with the Rector.
- Lead music at all liturgies and services as required on Sunday mornings and other special services as required by the Rector and as described in the church calendar year (including but not limited to playing the organ, playing the piano, choir anthems, and children’s choir anthems).
- Assist the clergy in planning worship by attending weekly planning meetings. We strive for creative worship planning for our Sunday, and special services.
- Responsible for maintaining all choir materials and equipment, including robes, and choir room.
- Arrange and supervise the tuning, repair, and maintenance of all musical instruments owned by the church.
- Prepare and monitor the music ministry budget and present an annual budget to the Finance Committee.

- Direct outreach events into the community via performances at other organizations as appropriate or host outside groups in our spaces.
- The Director of Music will also provide music services for weddings, funerals, and additional church services as scheduled by the Rector or arrange for a qualified substitute.

## Compensation, Times of Work, and Leave

The Director of Music's work includes activities directed to the congregation and its well-being, and labors on behalf of the Episcopal Church such as playing for Confirmation, Diocesan Convention by the Bishop or other representative.

The Director of Music will be a part-time (25 hours) position paid between \$30000—\$35000; with the following periods of leave at full compensation:

- a.) National holidays to be taken so as not to interfere with ministry responsibilities
- b.) Two (2) weeks of vacation days per year
- c.) Professional development leave at the rate of two (2) weeks per year

The Director of Music shall adapt their schedule to meet the special demands of both Advent/Christmas and Lent/Holy Week.

## Qualifications

- Bachelor's degree in music or related field preferred.
- Experience directing church choirs, particularly in an Episcopal or Anglican tradition, is preferred.
- Proficiency in conducting and vocal coaching.
- Knowledge of Episcopal liturgy and hymnody.
- Strong organizational and communications skills.
- Ability to work collaboratively with clergy, staff, and volunteers.

## Instruments

- Ernest M. Skinner pipe organ. Over 2500 pipes and three manuals
- Four (4) pianos:
  - Nave—Steinway Grand
  - Chapel of the Holy Innocents—Grinnell
  - Choir room—Yamaha
  - Goulden Memorial—Roland Electric

If interested in applying for the position, please email the following to the Rev. Shadrack Owuor ([sowuor@graceporthuron.net](mailto:sowuor@graceporthuron.net)):

- Resume
- Three references
- Link to 3 of your best performances.

Applications for this position will be accepted through August 1, 2024.