

PART-TIME MUSIC MINISTER AND ORGANIST

Christ Episcopal Church, New Brunswick, New Jersey

Position: Music Minister and Organist

Objective: To hire an enthusiastic part-time Music Minister and Organist who will lead Christ Church, through a creative and lively music ministry, to be the faithful, loving, and serving congregation God calls us to be.

Part-time Hours: Average of 25 hours per week (with more hours during the program year and significantly fewer hours during the summer).

Start Date: Earliest availability or March 1, 2024, whichever is sooner.

Compensation: \$40,000-\$50,000

Benefits: Pension (employee contribution only); level of health coverage and dental insurance are negotiable (Christ Church will contribute towards the premium).

RESPONSIBILITIES

Services, Choirs and Other Musicians

- Responsible for planning, preparing, conducting and performing music for Sunday services: 8:00 a.m. and 10:30 a.m. during the program year (there is only one service at 9:30 a.m. during the summer).
- Responsible for planning, preparing, conducting and performing music for all regularly scheduled Holy Days (Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Easter Sunday).
- Responsible for hiring special musicians for Holy Days (Christmas Eve, Easter Vigil, Easter Sunday).
- Participate in planning and execution of the musical portions of yearly ecumenical and interfaith services (Ash Wednesday, Good Friday, Pentecost, Thanksgiving).
- In consultation with the Rector, direct and supervise the re-organization of the church choirs (currently the Chamber Choir [choir with more choral experience], Canticum Novum [choir where no choral experience or previous musical training is required], Summer Choir [pick-up ensemble] and Children's Choir) to create a more sustainable model for a parish of our size.
- Prepare and lead choir rehearsals on a regular basis (Summer Choir rehearses on Sunday mornings only).
- In consultation with the Rector, bring creativity to the music program at Christ Church by:
 - Including the occasional usage of handbells, the participation of parishioners to share their instrumental gifts.
 - Including service music that represents the full diversity of the congregation and includes both traditional Anglican music and newer music that may be outside of the Episcopal tradition.
- With the assistance of the Vestry Music Liaison, provide dynamic leadership in choir member recruitment.
- Work with choir members to care for and order new choir robes and surplices as needed.

PART-TIME MUSIC MINISTER AND ORGANIST

Christ Episcopal Church, New Brunswick, New Jersey

- If possible, draw on connections and relationships among area organists and church musicians to raise interest in guest performances and/or joint programming using our facilities.
- Adhere to copyright laws.

Administration and Other

- With the assistance of the Vestry Music Liaison and other volunteers, encourage and guide music education in the congregation - especially among our children and youth.
- Oversee the tuning and repair of organs, pianos and handbells on an as-needed basis.
- Work with a volunteer music librarian to oversee the maintenance of the parish music library of more than 1,000 titles.
- With the assistance of the Rector, maintain a responsible budget for the total music ministry.
- Observe church financial guidelines for acquisitions of goods (including new music scores) and services.
- Participate in scheduled weekly staff meetings.
- Keep accurate and detailed records of all phases of the parish music program.
- With the help of the Vestry Music Liaison and other volunteers, develop fund-raising strategies to help offset costs of special musical events and festival services.
- Encourage choir involvement in Diocesan worship and music events.

Professional Development

- Maintain skills through regular practice, performance, score study, and private study.
- Continuing education as time allows (continuing education funds available).
- Membership in professional organizations, such as the American Guild of Organists, American Choral Directors Association.

OPPORTUNITIES FOR OTHER SOURCES OF INCOME

- Coordinate, perform and lead music for funerals and weddings for a flat fee of \$300 per service (right of first refusal given to the Music Minister).
- Perform special concerts on a mutually agreed-upon fee basis.

SKILLS AND QUALIFICATIONS:

Required:

- Proficiency in organ and piano playing (we are proud to have Richards, Fowkes & Co., two-manual, 24 stop organ).
- Proficiency in choral direction.
- Ability and experience in coordinating and leading musical programs.

PART-TIME MUSIC MINISTER AND ORGANIST

Christ Episcopal Church, New Brunswick, New Jersey

- Experience and competence in working with a variety of age groups and types of music.
- Experience in accompanying musical performances.
- Strong interpersonal skills.
- Excellent organization and record-keeping skills.
- Possess basic computer skills.

Preferred:

- Bachelor's degree or higher with a focus on music, organ, piano or choral conducting.
- Experience in coordinating and leading music in a worship context.
- Knowledge of church music and its role in Episcopal worship.
- Experience with choral computing software.

Bi-vocational candidates are also encouraged to apply!

To read more about our music program, please visit: <https://www.christchurchnewbrunswick.org/music>

To apply for this position, please send a cover letter and resume to the Rev. Joanna Hollis at hr@christchurchnewbrunswick.org.