

*Saint Margaret’s Episcopal Church*

*8515 Rea Road*

*Waxhaw, NC 28173*

**DIRECTOR of MUSIC**

Saint Margaret’s Episcopal Church in Waxhaw, NC, a suburb of Charlotte, seeks a part time Director of Music to provide choral, vocal, and/or instrumental music for parish worship services, other sacramental occasions, parish events, and concerts, and to assist the Rector in liturgical planning, education, and execution. The applicant should have a Bachelor’s Degree in Music and have extensive experience with organ performance and choral conducting, specifically in the Anglican tradition. This position is part-time and requires approximately 16-18 hours a week, and includes a yearly review with the Rector of the parish. Compensation will be determined by the qualifications and experience of the applicant and will be within the AGO published guidelines. The expected start date will be the first week of June, 2022.

**Specific Responsibilities of this Position include:**

*Musical Responsibilities*

• As principal musician of the church, the Director of Music (DoM) will coordinate all music provided for worship services, special sacramental occasions, and parish events or concerts.

• The DoM will provide organ music at all regularly scheduled Sunday services (8:45 am & 11:00 am) and shall direct the choir at 11:00; and will select appropriate organ and choral music for each service.

• The DoM will provide organ music for all Holy Week services and any other liturgical services throughout the Christian calendar.

• The DoM will hire substitute musicians for vacation or other services scheduled outside of the DoM’s times of work or availability.

• The DoM will develop, direct, accompany and provide leadership and ministry to the following volunteer choirs/ensembles: Adult choir, Children’s choir, and the possible development of additional ensembles.

• The DoM will rehearse weekly (or as otherwise specified) with each of the groups. The majority of these groups have modified schedules during the summer months, resuming practice in mid-August.

• The DoM will provide music for funeral services held on the Church premises if the funeral is during the DoM’s work week or if the DoM is otherwise available at the time of the funeral. If the DoM is not available, he/she shall assist in the hiring of a substitute musician. Provision in the annual budget will be made for the hiring of these substitute musicians.

The DoM will provide music at all weddings requiring organ music held within the Church. If the DoM does not play based on the request of the wedding party, the DoM will receive the normal fee. The services of other organists may be used only with the permission of the DoM. The DoM will receive an agreed upon fee for a short program of music preceding wedding ceremonies and for performing during the ceremony. Additional remuneration shall be made if special music, and/or rehearsal and performance with additional musicians is required. If the DoM is not available, he/she shall assist in the hiring of a substitute musician.

**DIRECTOR of MUSIC** *continued*

*Additional Responsibilities related to Music Program:*

• Be responsible for the selection and purchase of all music and music supplies.

• Within budget limitations, be responsible for the hiring of instrumental and vocal soloists.

• Maintain the music library in an orderly fashion and maintain, within budget limitations, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles.

 • The DoM shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Church or its affiliated organizations to liability for penalties under existing or future copyright laws.

• The DoM shall obtain, on behalf of the Church, all necessary permissions and authorizations prior to any reproductions of copyrighted materials.

• The DoM shall provide opportunities for the choir(s) to attend and/or participate in festivals or concerts with other choirs or music directors.

• Direct upkeep and maintenance of all parish instruments. Supervise maintenance, storage and cleaning of choir robes.

*Staff Leadership Responsibilities:*

• As a member of St. Margaret’s leadership the Director of Music is responsible for competent and cooperative participation inside St. Margaret’s leadership team and parish family.

• As a member of St. Margaret’s leadership team the Director of Music is expected to effectively represent St. Margaret’s music ministry to the congregation; to the vestry; to St. Margaret’s other ministries, and to the surrounding Waxhaw community.

• To behave in a professional, competent, and caring manner when interacting with staff colleagues, choir members, parishioners, and visitors to the church premises.

• All other reasonable duties as assigned by the Rector

Applicants interested in this position should send their resumé and any supporting material to:

Fr. Todd R. Dill

Rector

Dill@saintmargarets.net

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*Love Jesus. Love your neighbor. Bless the world.*