

TITLE: Music Director/Organist

Job Summary

Provide musical direction and leadership in creating transformative encounters for people of all ages with the Divine through music making and appreciation in worship, educational, and formational settings. The Music Director/Organist works closely with the Rector in curating all musical elements of the liturgy and with all pastoral musicians and choir members in stewarding the musical development and spiritual growth of the parish and the people whom it welcomes and serves. The Music Director/Organist reports to the Rector. This is a part-time position (with an average workload of 20 hours per week).

Essential Functions:

- Play organ and/or piano for all Sunday and other significant services, including but not limited to: Christmas Eve/Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil.
- Weekly preparation of music for services appropriate to church calendar and lectionary, balancing the familiar with new pieces.
- Provide music selections to Parish Administrator and Rector in a timely manner and managing all copyright clearances and licensing agreements.
- Lead weekly choir rehearsals, rehearsing choral music and hymns needed for services.
- Lead bell choir rehearsals and coordinate year-round bell choir worship offerings.
- Provide educational and formational opportunities for new and longstanding parishioners of all ages for community-building through music making and appreciation.
- Arrange additional musicians from within or outside the parish to supplement and enhance the music program.
- Approve and schedule any outside musicians using the space, working in consultation with the Parish Administrator on fee agreements and rental agreements.
- Serve as liaison in Good Shepherd's partnership with the Raleigh Youth Choir.
- Collaborate with Rector on seasonal liturgical planning as well as stand-alone worship services
- Prepare and submit yearly budget for music program, and purchase new music and supplies as needed
- Maintain an organized and updated choral library.
- Have first right of refusal for all weddings, funerals, and ordinations at The Church of the Good Shepherd; communicate with clergy and participants to choose appropriate music. Assist Rector in finding substitute when needed. Set fee schedule for organists and bench fee for weddings and funerals, in consultation with the Rector.
- Arrange for substitute organist/musicians.
- Supervise and schedule maintenance of the parish's organ, bells, and pianos.
- Contribute articles and relevant information for the music program to the Parish Administrator.
- Attend staff meetings.
- Carry out any other duties as assigned by the Rector from time to time

Qualifications:

- Proficiency in organ, piano, and choral direction
- Strong background in Anglican music and liturgical sensibility
- Spirit-filled, pastoral leadership of parish choirs, including a willingness to teach and educate
- Demonstrated ability to foster community creatively and inclusively in small group settings and parish-wide
- Demonstrated desire to engage and develop relationships with people of diverse backgrounds and ages and who are not yet connected with the music program

- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative when working independently or collaboratively on projects
- Commitment to maintaining pastoral and financial confidentiality

Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Musical Expertise:** Demonstrates the musical skills required to execute the essential functions of the job including proficiency in organ, piano, voice, and choral direction.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole. Follows up on missing or out of balance items. Resolves unanswered questions needed to address a problem. Keeps the larger picture in mind while tending to the small details.
- **Information and Communication:** Is able to write clearly and succinctly. Employs correct grammar, punctuation and patterns of speech. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.
- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

To apply for the position, please submit a cover letter and resume to the [Rev. Imogen Rhodenhiser](#) along with two recordings (one hymn and one anthem) and three references who may be contacted regarding your application.