



# Saint Timothy's Episcopal Church

202 North Goldsboro Street Post Office Box 1527

Wilson, North Carolina 27893

Phone 252.291.8220

[www.sttimothyswilson.org](http://www.sttimothyswilson.org)

## Position: Music Minister

### Job Summary

Work collaboratively with Rector, choir, and congregation, providing musical direction and leadership in enriching our worship primarily through congregational singing. The Music Minister must be proficient in organ and piano. Familiarity with traditional liturgical worship forms and music will be helpful to the successful candidate for this position. The Music Minister works closely with the Rector in planning all musical elements of the liturgy, and with choir members in nurturing the musical development and spiritual growth of the parish, its members, guests, and visitors. The Music Minister reports to the Rector. This is a part-time position (with an average workload of 8-12 hours per week) with the potential for expanding the position commensurate with music ministry growth.

### Essential Functions:

- Play organ and/or piano for all 10:30 services on Sunday mornings and other important services throughout the year, including but not limited to:
  - All Principal Feasts falling on weekdays (all of which are evening services):
    - Ascension Day
    - All Saints Day
    - Christmas Eve
    - The Epiphany
  - Lent and Holy Week Services
    - Ash Wednesday
    - Maundy Thursday
    - Good Friday
    - The Great Vigil of Easter
- 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 manage all copyright clearances and licensing agreements.
- Lead weekly choir rehearsals on Sunday mornings, rehearsing choral music and hymns needed for services.
- Arrange additional musicians from within or outside the parish to supplement and enhance the music program when appropriate.
- Approve and schedule any outside musicians using the space, working in consultation with the Parish Administrator on fee agreements and rental agreements.
- 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 and funerals at St. Timothy's; 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 and pianos.
- Contribute articles and relevant information for the music program to the monthly newsletter.
- Carry out any other duties as assigned by the Rector from time to time.

#### **Qualifications:**

- Proficiency in organ, piano, and choral direction.
- Background in Anglican music and liturgical sensibility preferred.
- Spirit-filled, pastoral leadership of parish choirs, including a willingness to teach and educate.
- Demonstrated ability to nurture healthy and spiritually edifying Christian community in small group and parish-wide settings.
- Demonstrated desire to engage and develop relationships with people of diverse backgrounds and ages and who are not yet connected with the parish or its music program.
- Strong executive functioning skills.
- 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 appropriate critique with grace. 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:** Can write clearly and succinctly, utilizing 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. Paul Castelli at [rector@sttimothyswilson.org](mailto:rector@sttimothyswilson.org) along with two recordings (one hymn or anthem and one voluntary) and three references who may be contacted regarding your application.