

POSITION ANNOUNCEMENT

The Episcopal Church of the Good Shepherd
221 S. 4th St.
Lake Wales, FL 33853

Position Description: Part-Time Parish Musician

I. SUMMARY

The Parish Musician plans, coordinates, and leads worship music revealing the Kingdom of God in concert with The Book of Common Prayer, including hymns, service music and offertories. He/she nurtures and develops the music ministry at Good Shepherd.

II. PERSONAL QUALIFICATIONS

Holds a personal Christian faith. Enjoys working with people. Maintains a joyful and patient disposition. Able to work with the Rector.

III. PROFESSIONAL QUALIFICATIONS

- a) Organ performance.
- b) Choral conducting and leading the congregation musically.
- d) The ability to lead the choir and the music ministry.

IV. RESPONSIBILITIES

- a) Plan, coordinate and lead music and musicians for Sunday and special services, including Christmas Eve, Holy Week, Easter Vigil, and Easter.
- b) Be available for hire for weddings and funerals, and/or find a substitute organist.
- c) Plan hymns, service music, and offertories for regular Sunday services. Coordinate anthems, guest musicians and vocalists from within and outside the parish, always subject to the Rector's approval and direction (rarely offered.) Innovation is encouraged.
 - a. We have a hand bell group called The Ridge Ringers, led by a paid director. They play preludes and offertory pieces every 6 weeks or so, sometimes with organ or piano accompaniment.
 - b. We are forming a Youth band. While it would not fall under the responsibilities of the Parish Musician, it should play occasionally on Sundays as their ability allows.
- d) Nurture the choir as a ministry, invite and attract members.
- e) Manage the music budget.
- f) Identify fundraising needs and work with volunteers to communicate the vision and raise the funds.

VI. REPORTING & EVALUATION

- a) The Parish Musician reports directly to the Rector, or in the absence of a Rector to the Interim Priest-in-Charge or Senior Warden.
- b) An annual ministry review will be done each spring, near the close of the program year. The Rector, with the Senior Warden present, will review the Parish Musician's performance, ability to work with other staff and volunteers and the health of the music program and discuss plans for the coming year.

VII. HOURS AND EMPLOYMENT AGREEMENT

- a) This is a part-time position, expected to average 20 hours per week September – May and 10 hours per week June – August.
- b) September - May: Services on Sunday mornings at 8:00 (prelude, instrumental offertory and communion music, recessional hymn) and 10:30 (prelude, postlude, hymns, offertory, and service music.) The choir rehearses Wednesday evenings 6:30-7:45 following a church supper at 6:00, and has a warm-up/rehearsal on Sunday mornings.
- c) June - August: One Sunday morning service at 9:30. Choir members are invited to sing but do not process or rehearse during the week. A warm-up or Sunday morning rehearsal may be scheduled.
- d) Additional services and events and include our annual Christmas Pageant, Christmas

Eve, Maundy Thursday and the Easter Vigil, plus Vacation Bible School.

e) The Parish Musician may take up to four paid Sundays off per year.

f) It is the responsibility of the Parish Musician to arrange for a Supply Organist when unavailable, whether for vacations or health reasons.

g) The Rector and Parish musician set fees for funerals and weddings as policy.

VIII. COMPENSATION

a) Annual compensation is \$27,000

b) The Parish will contribute 5% plus up to a 4% match into a 403(b) defined contribution retirement plan.

c) The Parish has a short term disability plan for the Parish Musician.

d) Continuing education and workshops for professional development may be considered.

e) Our Vacation Bible School runs 9:00-noon one week each summer. The Parish Musician leads a singing component, for which he/she receives a separate bonus (currently \$750.)

Contact:

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