



ST. THOMAS EPISCOPAL CHURCH

PRAYER | WORSHIP | SERVICE

ORGANIST

JOB DESCRIPTION

I. SUMMARY

The Organist is a professional who holds specialized credentials in music, and who has a thorough understanding of the liturgies of the *Book of Common Prayer* and the role of service music within. The ideal candidate will follow the Music Director's guidance in all musical aspects, demonstrate proficiency in organ performance, and work collaboratively with clergy, staff, and volunteer musicians. The Organist will provide music for all regular and special services, including Sundays and Holy Days, weddings, funerals, and other church events, as directed.

II. PERSONAL QUALIFICATIONS

- a) Be a person whose faith will enable them to fulfill the mission of the Parish.
- b) Enjoys working with varieties of people in terms of backgrounds and ages.
- c) The ability to work both independently and as part of a team that includes stipendiary and non-stipendiary staff as well as many volunteers, including especially choristers.

III. PROFESSIONAL QUALIFICATIONS

- a) Organ performance.
- b) Familiarity with the English Choral Tradition and/or liturgical service music.
- c) The ability to work collaboratively in a team to produce musical excellence in a parish setting.

IV. RESPONSIBILITIES

- a) Serves as organists for all Sunday and other major celebrations, including Christmas, Holy Week, Easter Vigil, and choral evensongs.
- b) Assist the choir during weekly rehearsals.
- c) Be willing to be contracted for weddings and funerals and provide contact information for alternate organists in the event of a lack of availability.

V. RESOURCES

- a) Rodgers Imagine 351T Hybrid Digital Organ, installed 2022. Further specifications may be found on the Rodgers website.
- b) There are pianos in all buildings, generally spinets and one digital keyboard. This includes one in the chancel of the church which is on occasion used for certain choral performances, as well as in the chapel which is sometimes used as a warm-up space for the choir.
- c) The parish has an extensive music library of choral arrangements and choir pieces.
- d) The parish maintains a “RiteSong” membership to allow music from official TEC musical resources to be inserted digitally into bulletins. This includes service music on regular Sundays as well as hymns for special Sundays or other occasions.
- e) There are a full set of handbells and a full set of chimes from years past. They have not been used recently but remain in good condition.

VI. REPORTING & EVALUATION

- a) The Organist reports directly to the Music Director, or in the absence of the Music Director to the Rector, the Interim Priest-in-Charge, or Senior Warden.
- b) Evaluations will be conducted by the Music Director with the assistance of the Rector and Senior Warden:
 - a. After a three-month probationary period; and
 - b. Annually thereafter.
- c) Assessments will review the Organist’s:
 - a. Performance on key responsibilities and abilities for this role;
 - b. Ability to develop and maintain relationships with Parish staff, volunteers, and parishioners; and
 - c. Participation in fulfilling the vision and mission of the Parish.

VII. HOURS AND EMPLOYMENT AGREEMENT

- a) Current Sunday Schedule includes two masses at 8:00 AM (spoken with no music) and 10:00 AM (with music and choir), and a summer schedule which is reduced to one mass at 9:00 AM (music with no choir). Two hours for choir rehearsal should be scheduled each week, along with time for personal organ rehearsal.
- b) Additional services expected throughout the year include, Christmas Eve and Christmas Day, as well as during Holy Week, specifically Maundy Thursday, Good Friday, and the Easter Vigil on Saturday.
- c) Occasional special weekday services, choral evensongs, and other special services may be arranged at the discretion of the Director.
- d) The Organist may take up to four Sundays off per year.

- e) It is the responsibility of the Organist to provide for a Supply Organist when unavailable, including when taking planned holidays.
- f) Additional pastoral services of Requiems and Weddings may be arranged on a case by case basis, with fees to be set by the Organist.

VIII. REMUNERATION

- a) The salary offered will be established in keeping with the teachings of the Church with respect to just compensation for human work.
- b) Total base annual compensation of \$10,000, which may be a combination of benefits and salary if so desired, not to exceed the agreed upon total compensation. Additional base salary may be granted based on experience and skill.
- c) Parish instruments and space may be used for rehearsals, and also may be rented at an extremely low rate for instruction of students.
- d) Opportunities for professional development may be discussed, with the Church providing partial or full financial support to attend Church musician workshops or similar events that would aid in the Organist's professional growth.

IX. TO APPLY

Please submit a resume, along with a performance sample by email to office@stthomaseustis.org. Employment may begin as early as August 2024.