

Christ Episcopal Church, New Brunswick, New Jersey

### **Interim Music Minister and Organist**

Hours: July 1– August 23: 12 hours per week; August 24 – January 3 (with the possibility of it being a later date): 25 hours per week

Compensation: Salary commiserate with education and experience

### **RESPONSIBILITIES:**

- Direct and supervise the organization and development of church choirs who will sing in scheduled services. (Summer choir only)
- Prepare and lead choir rehearsals on a regular basis (Summer choir rehearses on Sunday mornings). (Summer choir only)
- Train and inspire choristers for the Parish Choir, Canticum Novum, Summer Choir (pick-up ensemble) and Joint Children’s Choir. (Summer choir only)
- Provide dynamic leadership in choir member recruitment.
- Work with volunteer music librarian to oversee the maintenance of the parish music library of more than 1,000 titles.
- Oversee the ordering of new music scores as needed.
- Adhere to copyright laws.
- Work with volunteers to care for and order new choir robes and surplices as needed.
- Responsible for planning, preparing, conducting and performing music for Sunday services: 8:00 a.m., 10:30 a.m. (or 10:00 during Summer Season).
- Responsible for planning, preparing, conducting and performing music for all regularly scheduled Holy Days (Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday).
- Participate in planning and execution of regularly scheduled joint and interfaith services (Ash Wednesday, Good Friday, Thanksgiving).
- Coordinate lessons and practice schedules of organ students with Rutgers Mason Gross School of the Arts.
- Responsible for scheduling and the use of all church musical instruments.
- Maintain or oversee the maintenance of musical instruments on an as-needed basis (including tuning and repair of both organs and pianos).
- Rehearse and work in organ and piano to maintain skills and technique and learn new repertoire.
- Guide and encourage the congregation when unfamiliar hymns or responses are introduced.
- Develop an appreciation of excellent sacred music within the congregation.
- Maintain a responsible budget for the total music ministry. Provide periodic budget reporting to the Vestry as requested.
  
- Keep accurate and detailed records of all phases of the parish music program.

- Observe church financial guidelines for acquisitions of goods and services.
- Participate in scheduled weekly staff meetings at which the overall parish matters will be discussed.
- Chair the Music Committee together with the vestry Music Liaison.
- Serve as a resource person for parish ministries and with the vestry as time allows.
- Perform other duties as may be assigned by the Rector and as time allows.
- With the help of the Music Committee, develop fund-raising strategies to help offset costs of special musical events and festival services.
- Work with musicians and clergy of other local houses of worship to plan and implement ecumenical and/or interfaith worship.
- Encourage parish involvement in diocesan worship and music events.
- Maintain cooperative collegial relationships with area church musicians and Rutgers Mason Gross School of the Arts.
- Support community musical organizations (sacred and secular) as a bridge between Christ Church and the Greater New Brunswick community.

#### **Professional Development:**

- Maintain skills through regular practice, performance, score study, and private study.
- Membership in professional organizations, such as the American Guild of Organists, American Choral Directors Association.

#### **Possible other sources of income**

- Coordinate, perform and lead music for funerals and weddings for a flat fee of \$200 per service (right of first refusal given to Music Minister).
- Perform special concerts (4th of July, etc.) on a mutually agreed-upon fee basis.

#### **SKILLS AND QUALIFICATIONS:**

##### **Required:**

- Outstanding proficiency in organ and piano playing and choral direction.
- Ability and experience in coordinating and leading musical programs.
- Experience and competence in working with a variety of age groups and types of music.
- Experience in accompanying musical performances.
- Strong interpersonal skills.
- Excellent organization and record-keeping skills.
- Possess basic computer skills.

**Preferred:**

- Bachelor's degree with a music major.
- Bachelor's degree in organ or piano performance.
- Experience in coordinating and leading music in a worship context.
- Knowledge of church music and its role in Episcopal worship.
- Experience with choral computing software.

Please send cover letter and resume to [HR@christchurchnewbrunswick.org](mailto:HR@christchurchnewbrunswick.org)