

Epiphany Episcopal Church

Vacaville, California

Job Description: Organist/Music Director

The Music Director works under the direction and supervision of the Rector.

Requirements:

1. The ability to play the organ, piano, and sing.
2. Ability to read music proficiently and sight-read music.
3. Knowledge of music theory.
4. Knowledge of the Episcopal Church theology, traditions, liturgy, music, and lectionary cycles.
5. Ability to direct choir while accompanying them.
6. Ability to support the Rector's leadership, the congregation and choir's needs and expectations.
7. Work harmoniously with a variety of people in the choir and congregation.
8. Ability to select music to suit the levels of musical ability in the choir and the diverse musical tastes of the congregation.
9. Make a commitment to be present at all regular services, and special services other than planned vacations and illness.
10. Completion of The Episcopal Church "Safe Church Program." The church will pay the costs for the program.

DUTIES: WEEKLY

1. Select music and hymns for the 10:00a.m. Sunday service and other services where music is included.
2. Provide organ, piano accompaniment for the 10:00a.m. service including hymns, liturgical music, preludes and postludes.
3. Plan and direct rehearsals for choir and musicians before the 10:00a.m. service and accompany them.

4. Plan and direct choir anthems September through May.
5. Put hymn numbers on boards for 10:00a.m. service.
6. Maintain or have choir librarian ensure music is organized.
7. Ensure the church abides by copyright laws in the selection, printing, playing and singing of all music.

Duties as needed or requested:

1. Coordinate with the Rector, music committee, and worship committee.
2. Plan choral music for special services throughout the year including Thanksgiving, Christmas Eve, Christmas, Epiphany, Holy Week, Easter Vigil, and Easter.
3. You may be asked, if available to provide music for the Bishop's visit, weddings, funerals, memorial services, and other special services as requested by the Rector. If not available a substitute will be hired.
4. Purchase new music as needed or requested.
5. Report any organ malfunctions to organ maintenance person on music committee or Rector.
6. Write the Music Program Report for Epiphany Annual Report.

VACATION and PERSONAL LEAVE: The Music Director is entitled to 4 Sundays of vacation/personal leave annually. Music Director is to arrange for a substitute organist during this absence, with the approval of the Rector, except in cases of sudden illness or personal emergency.

Salary: The Music Director shall be paid the sum of \$175-\$230/week, based on experience annually for approximately 10 hour of work per week. Payment for weddings, funerals, and memorial Services are negotiated between the parties involved at the current rate. If you are not available a substitute will be hired and paid by the parties involved.

Revised 4/7/23