

St. Luke's Live Oak Episcopal Church,

Job Description – Music Director and Organist

Supervisor's Title: Rector

1.1 Purpose of Position

The Music Director and Organist will lead worship services (11:00 a.m. Sundays regularly and 6 p.m. Wednesdays), enhancing them through the use of music (instrumental and choral) so that the congregation is encouraged to participate. All activities associated with this position should be achieved in a manner consistent with the Parish Mission and Vision Statement and associated policies and practices.

1.2 Major Responsibilities

- Provide leadership in a ministry of music which is sensitive to the transitions, goals, needs, and practices of the parish and to the changes in liturgical seasons.
- Play the organ, keyboard, or other approved instruments at Sunday and major Holy Day Services.
- Maintain, attend, nurture, recruit for, and direct a choir, offering one choir practice each week for up to 11 months a year.
- In collaboration with and under oversight of the Rector, recommend appropriate hymns, songs, and anthems for Sunday and Holy Day services.
- Provide music for occasional services, including, when available, weddings and funerals held in the church. In consultation with the Rector, find suitable supply musicians when needed.
- Meet regularly with the Rector to plan music and liturgy for Sunday services and Holy Days.
- Be responsible for the parish music library and within the limits of the annual budget, purchase choir music and vestments, and pay for supplemental musicians. Be responsible for submitting an annual budget to the Churchwardens for approval by the Vestry.
- Oversee congregational hymnals and other liturgical music resources, making recommendations for purchases and new music to the Rector.
- Inform Rector and Wardens of repair / maintenance needs for organ and other equipment and, subject to their approval, arrange / contract necessary repair / maintenance work.
- Attend staff meetings with necessary.
- Keep work area clean and tidy.
- Other duties as assigned.

1.3 Terms and Conditions

- Under the Diocesan understanding this is a “high-risk” ministry position. Any offer of employment will be conditional upon a satisfactory background check, obtained through the process approved by the diocese. The Music Director will also be required to attend a Sexual Misconduct Policy workshop online on an on-going basis.
- The initial appointment will be for two services per week, and at least one choir practice for a renewable one-year term, subject to successful completion of a probational period of three months.

- The salary is to be negotiated. Additional fees for weddings and funerals set at the discretion of the music director and the family. Any and all payment for these services shall be paid directly to the music director from the family and not from the church. The music director shall have first right of refusal for any and all funerals and weddings held at the church site with music.
- This position will include two (2) weeks paid vacation a year to be scheduled in consultation with the Rector, but never during festival seasons (Christmas, Holy Week, Easter).