



Position: Minister of Music

Exempt part-time employee

Compensation range: \$15,000 - \$25,000 annually, depending upon experience

Estimated work hours per average week: 12 - 15 hours

Time off: Four weeks off annually, with the approval of the Rector

Reports to: Rector (Peter Browning)

St. Andrew's Episcopal Church, Irvine is a nurturing community of faith seeking to share God's love and welcoming everyone wherever they may be in their journey of faith. We value fellowship and acceptance, spiritual questioning and growth, peace and justice, and outreach to our community. We strive to interact with each other in an honest, compassionate, and respectful manner, providing support and comfort within our church community and the larger community around us. Website: <https://standrewsirvine.org>.

Summary Job Description

The Minister of Music will serve as the organist, pianist, and choir director, working in partnership with and reporting directly to the Rector. The Minister of Music will be well versed in a variety of musical genres to lead the congregation and volunteer choir in sung worship. The successful candidate will be familiar with the Episcopal liturgical tradition, a strong choral conductor, self-motivated, and a willing partner working collaboratively with the Rector to grow and enhance the music ministry of St. Andrew's. This position is a part-time ministry staff position. Interested candidates should send a cover letter and resume to the Rector, the Very Rev. Peter Browning, at peter@standrewsirvine.org.

Candidate Profile

The ideal candidate for the Minister of Music position will be honest, trustworthy, and dependable. They must maintain personal integrity and high moral standards. They must demonstrate emotional maturity, sound judgment, and the ability to relate well with other staff, volunteers, service providers, and parishioners. They must exhibit a mature faith and have a passion for music as an act of worship, and for engaging congregations through music. They must demonstrate the ability to provide a supportive and encouraging environment for musicians and volunteers of all ages and abilities.

Qualifications and Experience

Bachelor's degree in music performance, church music, or a related field is required. A Master's degree is preferred, and/or Choir Master, Associate or Fellowship designation of the American Guild of Organists.

Demonstrated proficiency as an organist and pianist.

Substantial experience and demonstrated competency as a choral director, forming individual members of various proficiencies into a unified voice.

Knowledge of and experience in liturgical worship, preferably with a familiarity of Episcopal/Anglican liturgical tradition.

Broad knowledge of historical and contemporary church music in varied forms and genres.

Work Schedule and Location

The Minister of Music is expected to conduct a weekly choir rehearsal (generally on Thursday evenings; no rehearsals during the summer) at the church. In addition, the Minister of Music is expected to rehearse the choir at 9:00 a.m. on Sunday mornings, immediately preceding the 10:00 a.m. service. The Minister of Music is expected to attend staff meetings on site as requested by the Rector. Planning and personal rehearsal time may be conducted on site or elsewhere.

The organ is an Allen Classic II Digital Pipe Organ (model D-1301), built in the late 1980's. It utilized the company's ADC technology, which employed a separate tone generator board for each stop to create a rich, classically voiced sound. This approach was intended to better imitate the tonal buildup of a real pipe organ. The Classic II's voicing was in the style of Lawrence Phelps, an organ builder known for his American Classic tonal designs.

The piano is an 1886 Steinway 85-key model B grand (6'11") in good condition. It was rebuilt by the previous owners in 1981.

Other

All employees are required to pass a comprehensive background check prior to employment. The Minister of Music is required to complete the mandatory online "Safeguarding our Church" (or other program mandated by the Diocese of Los Angeles) training program and to maintain current certification as required.

Performance reviews are completed every January and any compensation adjustments are made in early February.

Office attire is business casual or casual.

Detailed Job Description

- In collaboration with the Rector, select appropriate music for worship based on the liturgical season, including preludes, hymns, service music, anthems, and postludes.
- Provide organ, piano, choral, or other music at worship services, including but not limited to:
 - Weekly 10:00 a.m. Choral Eucharist on Sunday mornings
 - All services for the following events: Ash Wednesday, Holy Week (Maundy Thursday, Good Friday, Easter Vigil), Easter, St. Andrew's Feast Day, Thanksgiving, Blue Christmas, Christmas Eve, Christmas Day.
 - Taizé services during Lent.
 - All services for the Bishop's annual visitation/confirmation.
 - Weddings and funerals, as requested and if available. Additional compensation will be provided for weddings and funerals.
- Organize and conduct regular weekly choir rehearsals (currently Thursdays, 6:30 – 8:00 p.m.) and schedule any additional rehearsals needed.
- Organize and conduct rehearsals for the recorder group.
- Recruit and train new choir members. Develop the strength of the choir, enhance its musical ability, and nurture its sense of community and mission.
- Hire musicians as may be required, including substitute organist/choir directors, instrumentalists, or soloists.
- Arrange for the maintenance and tuning of all instruments to be in a state of readiness for all worship services.
- Manage and maintain the music library.
- The Office Administrator typically prepares the service bulletins approximately two months in advance. Plan all music selections with that timeline in mind.
- Proofread each week's service bulletin and provide any comments back to the Office Administrator within two business days (approximately two months before the service).
- The Office Administrator provides the final version of the service bulletin to the Rector and the Minister of Music on Tuesday of each week. Communicate any final corrections to the Office Administrator on Wednesday morning.
- Coordinate with the Treasurer to prepare an annual music budget, including but not limited to printed music and supplies; licensing and performance rights; maintenance of musical instruments; choir vestments (purchase and/or maintenance); choir folders; training (for Minister of Music and/or choir); hiring substitute or guest artists.
- Communicate information about the music ministry within the parish, by contributing articles for the weekly parish newsletter and preparing a music ministry report for the annual meeting.
- Attend staff meetings and any other meetings necessary to support the music program.
- Develop the music program as directed by the Rector and Vestry.