

**Organist/Choirmaster position description** Sept. 2018 Advent Episcopal Church, *Sun City West, AZ*

Advent Episcopal Church in Sun City West, AZ, seeks a part-time organist/choirmaster to further develop our music program. The organist/choirmaster serves at the pleasure of the rector and is the central figure ensuring the quality, substance and appropriateness of the music that serves an integral part in the rector's and the parish's vision of ministry. This includes maintaining our Episcopal/Anglican musical tradition while recognizing the opportunity to introduce less traditional musical offerings in certain services or settings. The candidate for this position should demonstrate an ability to have a good working relationship with the rector and choir, have proven experience in choral directing and organ performance, and preferably experience in the Episcopal/Anglican tradition. The choir sings from September through Pentecost Sunday.

Professional Qualifications:

- Education - Bachelor's degree
- Experience with choral directing and development of choral sound and musicianship
- Experience in organ performance
- Experience working in the Episcopal/Anglican musical tradition is preferred

Required Skills:

- Spiritual leader to choir members, creating an environment where musical training and preparation become a part of maintaining and further building a solid foundation of faith for participants.
- Excellent communication skills and ability to work and interact well with children, youth, staff, parents, volunteers, parishioners.
- Self-starter with a strong commitment to excellence.
- Team-player with a "can do" yet flexible attitude.
- Excellent organizational and administrative skills; strong attention to detail.

Duties:

- Provide organ, choral, or other music at all principle services of the church, including but not limited to:
  - All weekly Sunday worship services
  - Services of Christmas Eve & Christmas Day
  - Ash Wednesday & Palm Sunday
  - Maundy Thursday, Good Friday, Easter Vigil
  - Easter Day
  - Advent Lessons & Carols
  - Christmas Lessons & Carols
  - Any other major events such as Ordinations or Celebrations
  - Funerals and Weddings (additional compensation provided)
  - and an occasional Evensong or Holden Evening Prayer on Sunday afternoon
- Develop the strength of the choir, its musical ability and sense of community and mission, including but not limited to:
  - Holding regular rehearsals of the choir weekly (typically on Sunday morning) and at other times as deemed necessary

- Continuing to develop the vocal "sound" of the choir, training in musicality & good choral technique, maintaining the choir's *a cappella* capabilities
  - Encouraging fellowship opportunities
  - Developing vision for the choir's ministry
  - Nurturing lay leaders
  - Making expectations explicit for choir members and leaders
  - Effectively managing/utilizing staff singers to enhance the mission of the music ministry
  - Marketing the program(s) and recruiting participants
  - Organizing and effecting rehearsals and performances
- Identify, encourage and utilize volunteer musical talent within the parish. Takes a leadership role in long-range music program development.
  - Select all organ, choral, hymns and service music for all choral/organ services in consultation with the rector. Details are provided to the church office for preparation of service bulletins according to existing schedule for submission. Review drafts of these for accuracy.
  - Hire professional musicians, as appropriate and within the parameters of the parish music budget, for liturgical festivals and special services, including securing, recruiting and managing staff singers. Also secure substitute musicians during the absence of the Organist/Choirmaster.
  - Coordinate the overall music schedule within the liturgical year in consultation with the rector.
  - Prepare an annual budget for submission to the Vestry to reflect the total music program. Identify all items of expenditure including printed music and supplies, musical instrument maintenance, vestments, training, substitute organist, and any staff singer & guest musician expenses.
  - Arrange for maintenance and tuning of all musical instruments, the organ, and especially the piano, to be in a state of readiness for all regular services, rehearsals, special services and other performances.
  - With the help of choir volunteers, and limited secretarial support, the organist/choirmaster:
    - Manages and oversees the music library
    - Chooses and purchases music within approved budgetary parameters
    - Communicates information within the choir
    - Communicates information about the music ministry within the parish
    - Coordinates with other church groups as necessary
    - Purchases and maintains choir vestments
    - Maintains neat and attractive choir practice room and choir space in chancel
  - The organist/choirmaster is a regular member of the staff and is expected to:
    - Attend any staff meetings and meet with the rector as necessary
    - Participate in liturgical planning meetings and other meetings as directed
    - To be a team player on a very small staff
    - Fulfill all necessary Diocesan required training (as identified)
    - Write articles for the Luminary and Annual Report as requested
    - Prepare publicity releases and advertising for concerts, recitals and performances, as needed

- Responsible for personal music preparation including
  - Organ practice
  - Study of scores, books and periodicals
  - Continuing education programs designed for Episcopal Church musicians when budgets allow
  - Innovate and create as desired

Compensation:

- This is a part-time position. Salary is commensurate with skill and experience and in consultation with AGO guidelines

How to apply:

- Email a resume and cover letter as attachments in PDF or Microsoft Word format to [timothy@adventaz.org](mailto:timothy@adventaz.org)
- Letters should be addressed to the Reverend Canon Timothy Dombek, *Rector* of Advent Episcopal Church, 13150 W Spanish Garden Dr., Sun City West, AZ 85375-5052
- Receipt of application will be confirmed via email. For your application to be considered, please submit *via* postal mail or in electronic formats as specified above

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