**Job Title: Director of Music & Organist**

**Summary:**

*St. Luke’s Episcopal Church is a non- profit religious organization. We are a community devoted to participating in and understanding our roles within God’s mission. We have four employees who are paid through ECCT’s payroll. All of our employees work at our site in New Haven.*

**Classification:** FLSA Status Non- Exempt

Non-exempt: annual salary of $25,000

**Job Description:** PREAMBLE: The Director of Music shall be responsible for the overall Music Ministry of the church, providing leadership, direction, supervision and education.

**Duties and Responsibilities** include the following

1. Responsible for planning the service music in consultation with the Priest and shall meet with the Priest in person, by phone, or by email, as needed, The Priest and Organist will develop a music scheduled for upcoming month(s).
2. Responsible for:
	1. For playing organ or piano at the principal service (11:00 a.m. Mass, the single service during the summer);
	2. Recording music (video & audio file) for the early Sunday service (this service is omitted in the summer) ;
	3. Providing music on Christmas Eve, Holy Saturday (First Mass of Easter);
	4. If needed, provide music on Ash Wednesday, Maundy Thursday Liturgy, Good Friday Service, Stations of the Cross in Lent, New Year’s Eve;
	5. Record music for evening prayer, compline, or other special services; and
	6. any other service(s) mutually agreed upon.
3. If worship is held remotely, the Music Director will provide music (accompaniment and voice) for the service.
4. Working closely with all music groups to enhance music in the Church. The Organist shall further direct, be jointly responsible for, or assist with any other musical programs, including the annual youth Christmas program if it resumes.
5. Providing music for all weddings & funerals, in consultation with the wedding party or family and the Priest, unless they cannot be present or other arrangements have been made with the Priest.
6. Responsible for submitting and managing the annual music budget and shall assist with fundraising activities.
7. Required to share in the work of choir recruitment and develop other choirs as needed.
8. The choir shall rehearse a minimum of once per week.
9. Responsible for oversight of maintenance of the Church’s musical instruments and keeping the musical library in an orderly and organized fashion.
10. Responsible for securing musicians as needed including vacation substitutes.
11. Responsible for seeing that the hymn boards in the Church are prepared for services.
12. Pursuant to the policy of the Diocese, the Organist will undergo a background check and complete any training programs required by the State of Connecticut. Any offer of employment is contingent upon satisfactory completion of such background check.
13. The Music Director shall be provided with a key to the Church and an alarm code intended to facilitate entry. Neither this key nor alarm code shall be loaned or disclosed to any other person.
14. The Music Director shall attend Safe Church Training as soon as practicable after commencement of employment.
15. The Music Director shall adhere to all St. Luke’s Human Resource Policies and Practice Manual.
16. Other duties may be assigned.

**Work Environment**

The work environment characteristics are those found in a church and in a church’s work spaces. The noise level in the work environment is usually low.

**Physical Demands**

The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl, or lift; and/or move up to 10 pounds.

**Position Type and Expected Hours of Work**

This is a part-time, non-exempt position. Attendance at staff meeting is not expected.

**Qualifications:**

* Able to accompany congregational singing and the choir
* Familiar with Episcopal Church worship
* Able to play organ and piano
* Able to conduct and teach the choir

 **Education/ Experience:**

* B.A. or B.S. degree
* Experience as a church musician is required