

**Position Description**  
**Director of Music and Organist**  
Trinity Episcopal Church  
Excelsior, Minnesota

Trinity Church is a music-loving, singing congregation with high hopes and expectations both for musical diversity and excellence. The Director of Music (DoM) creates and leads life-giving, sacred music ministries at Trinity Church that includes choirs, instrumentalists, and support for congregational singing. These ministries seek to deepen the worship experience for the entire faith community, with the hope that with each passing year the music program grows in numbers, faithfulness, and beauty.

**Specific activities of the DoM include:**

**Musical Leadership and Directing**

- Play organ/piano for all services utilizing music at Trinity Church, currently one weekly service, with additional services during Advent/Christmas, and Holy Week/Eastertide
- Select music for, and direct, the Trinity Choir in weekly rehearsals and services during the program year (the week after Labor Day through Trinity Sunday). Currently, rehearsals occur 7:15 – 9:00 pm Wednesdays, and 9:15 – 10:00 am Sundays.
- Select music for, and direct, the Trinity Handbell Choir in weekly rehearsals and period services (approximately once per month) during the program year. Currently, rehearsals are 7:00 – 8:00 pm Mondays.
- Select music for, and direct, the Trinity Play (children) Choir in weekly rehearsals and monthly services during the program year. Currently rehearsals are 9:00 – 9:15 am Sundays.
- Select music for, and schedule, parishioner instrumentalists to help lead worship. Rehearse as needed.
- Seek out and engage supplemental musicians and vocalists as needed to support programs and services, within budget as approved by the Trinity Vestry.

**Planning and Collaborating**

- Work with the Rector to design Sunday worship and other liturgies.
- As part of liturgy design in collaboration with the Rector, select hymns and service music for all services that require music.
- In cooperation with the Children's Ministry staff, choose and help lead the annual Christmas Pageant (Advent rehearsals, Christmas Eve performance).
- Attend weekly staff meetings as full participant and collaborator.

**Program Development and Outreach**

- Actively recruit new members for choirs and instrumental ensembles.
- Recommend changes/upgrades/improvements/new ideas to music programs to Rector, staff, and Vestry as appropriate.

- Develop awareness of music programs at other parishes and recommend beneficial changes to Trinity.
- As time allows, seek outreach opportunities to extend Trinity's music program into the local community and to other parishes in the Minneapolis/St. Paul metropolitan area.
- As time and interest allow serve as musician for diocesan Episcopal Creative Arts Day Camp (ECAD) for one week each summer.

### **Administrative and Managerial**

- Create bulletins for all worship services; coordinate with Parish Administrator regarding printing of bulletins.
- Manage on-line scheduling system for lay liturgical ministers.
- Secure copyright permissions as needed; report usage as required.
- Maintain music library.
- Maintain Trinity's musical instrument inventory; schedule tunings and repairs as needed.
- Create and recommend to the Vestry annual music department budget; manage program expenditures within approved annual budget.
- Schedule substitute organists as needed.

The DoM reports to the Rector (Senior Pastor) of Trinity Church.

**Key interactions** include (internal): Rector and staff, Vestry, choirs and instrumentalists, congregation at large, and (external): diocesan leadership, staff and clergy, diocesan music directors, external musicians, community musical organizations, national Episcopal music programs and associations.

### **Expected Outcomes:**

- A coordinated and comprehensive music program supporting deepened faith through inspirational and meaningful worship.
- A comprehensive range of musical participation opportunities for parishioners.
- An expanded and enriched music ministry and liturgical offerings.
- Full engagement with, and participation in, the Trinity staff (weekly staff meetings; program review and evaluation; pastoral concerns; scheduling, planning, visioning)
- A music program that intentionally builds relationships of trust and care, between parishioners, and between parishioners and Music Director.
- Consistent kindness and patience with parishioners while engaged in program duties.
- Support for, and encouragement of, enthusiastic singing participation in the pews on Sunday morning (through chanting; choir support in hymns; teaching new pieces in "real time").

### **Experience:**

Candidates with sacred music experience in a parish setting and/or a sacred music advanced degree preferred.

