

Director of Music
Emmanuel Episcopal Church
Hampton, VA
Position Description
6/5/18

1. *Role of Director of Music*

A. Serve as the Principal Musician of the Church providing organ and choral music on Sundays for liturgical celebrations and other services as agreed upon:

1. Advent Services
2. Christmas Eve (early and late services)
3. Lenten Wednesday nights
4. Holy Week
5. Thanksgiving
6. Special Wednesday services
7. Ecumenical services
8. Service for special observances (i.e. Memorial Day, Fourth of July, Scout Sunday, etc.)
9. Nurture the talent within the Emmanuel family utilizing instrumentalists and vocalists

B. Lead the choirs (adult and handbells). Arrange and rehearse both choirs.

C. Rehearsal schedule:

1. Adult choir:
 - a. Thursdays at 7:30 p.m. to 9:00 p.m. (1.5 hours)
 - b. Sundays at 10:00 a.m. to 10:15 a.m. (.25 hour)
2. Handbell choir:
 - a. Thursdays at 6:45 p.m. to 7:30 p.m. (.75 hour)
 - b. Sundays, when handbells are used, at 9:45 a.m. to 10:00 a.m. (.25 hour)
3. Summer schedule will be at the discretion of the Director of Music

D. Consult with Minister of Youth and Children Music for coordination between youth, children and adult choirs

E. Provide music for weddings and funerals at the church in accordance with the fee schedule. When requested to provide music off-grounds, lodging and mileage will be added to the fee. Fees are to be paid by the customer.

2. *Management and Administration*

A. Director of Music shall participate in Quarterly Planning Meetings, Monthly Staff Meetings, and Weekly meetings with the Rector

B. Manage the Music Budget

1. Purchase music and supplies
2. Hire musicians and soloists

3. Oversee the maintenance of all church instruments
4. Set policies regarding use of church's musical instruments
5. Obtain substitute or guest organists in accordance with the fee schedule.
6. Complete Diocesan Safe-Church training within six months of employment. Training is to be renewed every three years.

3. *Emmanuel and the Director of Music*

A. Salary is negotiated annually between the Rector and the Director of Music with final approval by the vestry

B. Salary is paid on the 15th and last day of the month via direct deposit

C. Directory of Music's pension fund will be paid to Church Pension, adjusted annually in accordance with the policy (where applicable)

D. Position is 18 hours per week

E. Vacation – 3 weeks (including 3 Sundays)

F. Sick Leave – 2 weeks

G. Continuing Education – \$500 annually

H. Rector and Director of Music will evaluate the position annually, with consultation from the wardens

It shall be the duty of every Member of the Clergy to see that music is used as an offering for the glory of God and as a help to the people in their worship in accordance with the Book of Common Prayer and as authorized by the rubrics or by the General Convention of this Church. To this end, the Member of the Clergy shall have final authority in the administration of matters pertaining to music. In fulfilling this responsibility, the Member of Clergy shall seek assistance from persons skilled in music. Together they shall see that music is appropriate to the context in which it is used. (Canon 6, Sec. 1, Constitution and Canons of the Episcopal Church)