

Job Description: Organist / Choir Director

Christ Church, Durham Parish, Nanjemoy, Maryland

Reports to: Rector

Status: Part time (10-12 hours per week)

FLSA: Exempt

Job Summary

The Organist / Choir Director plays an important role in the worship of Durham Parish, overseeing the choral and instrumental music program.

Responsibilities

The responsibilities for which the Organist / Choir Director is accountable include the following:

1. to play for one worship service each Sunday;
2. to direct the choir, selecting appropriate anthems and convening regular rehearsals during the program/school year (typically September to mid-June);
3. to assist the Rector in the selection of hymns for worship;
4. to play for up to five special worship services each year, including Christmas Eve and Holy Week services;
5. to plan, in consultation with the clergy, one or two special choral services each year such as an Advent Festival of Lessons and Carols;
6. to arrange for regular tuning and maintenance of the parish's organ and piano;
7. to maintain, with church funds, appropriate licensing for the use of music in the worship services through OneLicense, and/or similar services.
8. to maintain up-to-date certification in the Prevention of Abuse/Safeguarding God's Children as required by diocesan and parish policy.

Parish Instruments:

1. 10-rank "Double Artiste" M.P. Moller pipe organ,
2. Yamaha Clavinova digital piano
3. Well-maintained Marshall and Wendell baby grand piano (in parish hall), and
4. a congregation that sings joyfully in the worship of God.

Times of Work and Leave and Terms of Employment

1. This is a part-time (10-12 hours a week) position with four Sundays paid vacation per calendar year.
2. Employment is at-will, meaning either party may end the employment agreement at any time without cause.
3. The parish is exempt from unemployment taxes which means that the Organist/Choir Director will not be eligible for unemployment benefits at the end of service.

Compensation and Benefits

1. Annual salary \$15,000 - \$27,000, commensurate with qualifications and experience; payable in monthly installments.
2. One additional paid Sunday of Continuing Education is available each year with the approval of the Rector.
3. A music budget of \$500 will be set aside in the parish budget annually and will be available to the Director of Music for parish music expenses; unspent funds will not carry over into the next year.
4. The Organist/ Choir Director has first right of refusal for all weddings and funerals, naming his or her own expected compensation from the families involved (typically \$250-\$300).