

Job Description: Interim Organist-Choirmaster

St. Francis Episcopal Church Potomac, MD

Reports to:	Rector
Directly Supervises:	Choir section leaders, guest musicians, volunteer choir members
Status:	Part time (18 hours per week)
FLSA:	Exempt

St. Francis Episcopal Church, a vibrant parish in Potomac MD, seeks an Interim Organist and Choirmaster. The congregation values music as an integral part of worship and appreciates traditional Anglican choral music and hymnody; and looks to explore a wider range of appropriate music. Salary is commensurate with qualifications and experience, and additional compensation is available for church weddings and funerals.

- Our sanctuary features a Moller pipe organ.
- We offer in-person and live stream worship.
- We have a high-quality volunteer choir supplemented by professional section leads.
- Our Sunday School loves to sing, and we'd like to feature them periodically during worship.
- We aim to rebuild our children's choir.
- We hope our music ministry will grow in new ways while holding true to our Episcopal traditions.
- We seek to support stronger connections within the church and more involvement with the broader community through sharing the joy of music in worship, education, and outreach.

We expect the position to begin in March 2022 and to continue at least through December 2022. Interim may apply for permanent position. Submit a letter of interest, recordings of you playing the organ, and an example of you rehearsing a choir to mmichael@stfrancispotomac.org.

Job Summary

The interim organist-choirmaster plays an important role in leading worship at Saint Francis, overseeing the choral and instrumental music program.

Essential Functions:

- Play the organ and piano as necessary for worship services.
- Manage the choirs, conducting rehearsals and leading the choir during worship services.
- Manage choir section leaders and guest musicians, hiring appropriate personnel and assisting the business manager in coordinating the financial and administrative aspects of the program

- Coordinate the selection and purchase of all musical resources and manage the music library, aiming at a repertoire that prioritizes musical excellence, liturgical and theological coherence and accessibility.
- Coordinate the care of all musical instruments owned by St. Francis
- Assist the rector in planning all worship services that involve music, including meeting with families planning weddings and funerals.

Minimum Qualifications:

- Bachelor's Degree in music preferred.
- Effective communicator.

Physical Requirements:

- Able to move freely throughout the church property and grounds, moderate lifting

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions; in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in.
- **Verbal Communication:** Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings; demonstrates communications styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- **Worship Leadership:** Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures..