

## **Position Title**

Director of Music – Full-time  
(Organist and Choir Director)

## **Supervisor/Manager**

Rector of Christ Episcopal Church

## **Position Objective**

Enrich, enliven and elevate the excellent tradition of worship at Christ Church through inspiring music and liturgy in support of parishioners' worship to the glory of God, and provide community outreach in our historical setting.

## **Type of Position**

This position is considered an exempt position for purposes of Federal Wage and Hour Law and not eligible for overtime. The position is eligible for benefits applicable to full-time employees.

## **Duties and Responsibilities**

1. Prepare and deliver music for services each Sunday. In fall, winter and spring, these include an 8:30 am family-oriented Rite II service with a variety of traditional and contemporary music accompanied by piano, guitar and other instruments at the discretion of the Director of Music, and an 11:00 am traditional Rite II Holy Eucharist service with organ and choir. In summer, services consist of an 8:00 am Rite II Holy Eucharist with minimal music and a 10:00 am Rite II Holy Eucharist with music alternating between traditional and contemporary, again, at the discretion of the Director of Music. Prepare and present music for services on Christmas Eve, Christmas Day, Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Great Vigil of Easter, Ascension Day and Thanksgiving Day. Additionally, prepare and present music for Evensongs, Taize services, and other special sacred concerts such as Advent Lessons and Carols, Good Friday Passiontide and All Saints Day

requiem. Lastly, prepare and present music for weddings and funerals when needed.

- a. Play the pipe organ and the piano.
    - i. Organ: Opus 85 Taylor and Boody, 2 manual 30 stop tracker, installation January 2024.
    - ii. Piano: Yamaha C6 located in the nave.
    - iii. Piano: Steinway located in the Music Room
  - b. Prepare and direct Christ Church choirs (11:00 am Parish Choir and 8:30 am choir). Train choristers in vocal techniques and teach musicians about the origin, significance or purpose of music presented.
  - c. Nurture and grow a children's music program.
  - d. Be active in and enthusiastic about searching out and welcoming interested parishioners into the choirs.
  - e. Plan and conduct an annual adult Parish Choir retreat; retreats have been a two-- day event staged on the beach at the East Carolina Trinity Center in Salter Path, NC.
  - f. Organize and make available music that complements that which is offered through organ and choir, such as brass, winds, strings or hand bells, for services at Christmas and Easter.
  - g. Coordinate music offerings with the Director of Hand Bells. Christ Church owns a three-octave set of hand bells.
  - h. Coordinate with the Rector and other clergy to select hymns for all services.
  - i. Provide music educational opportunities for the parish with the goal of nurturing congregational singing.
  - j. Select and prepare anthems, psalm settings, service music and other choral pieces with sensitivity to liturgical seasons drawn from appropriate yearly lectionaries.
  - k. Degree of difficulty: Christ Church choristers and congregation are accustomed to music that is drawn from rich Anglican traditions, challenging but not overwhelming, inspirational and highly devotional.
2. Plan concerts, recitals, and other performance opportunities as part of Christ Church's music outreach to New Bern.
    - a. Choir concerts: recent sacred concerts have been Britten's *Ceremony of Carols*, Chilcott's *St. John Passion*, Rutter's *Requiem*, and Lauridsen's *Lux Aeterna*.

- b. Evensong: an average of four services per year. Can be preceded by an organ recital offered by the Director of Music or a guest organist.
  - c. Taize services offered on the fifth Sunday evening in the chapel. Vocalists and instrumentalists have participated.
  - d. Art Walk concerts: Art Walk is a community happening on the second Friday of the month during the fall and winter. This is an opportunity for an informal concert of music offered to the community as they go from venue to venue in downtown New Bern experiencing the art work of local artists.
  - e. Interact and coordinate with community choir directors for joint worship services as the need arises.
  - f. Coordinate with the Director of Hand Bells to incorporate bell music either as a solo ensemble or use with the service.
3. Inform parishioners about liturgy and church music.
- a. Write articles for parish email and print newsletter (The Messenger).
  - b. Prepare statement for the Annual Parish report.
  - c. Write inserts for service bulletins (texts and translations).
4. Staff Work
- a. Participate in weekly staff meetings and other worship or music related meetings managed by the Rector.
  - b. Manage choir schedules.
  - c. Oversee maintenance, tuning and any repairs as needed for the pipe organ, pianos, hand bells and carillon.

### **Qualifications**

1. A person of spiritual devotion, seeking to glorify God through words, music and actions, and striving to instill in others a love of God and a love for sacred music.
2. A person who is willing and enthusiastic about engaging in the life of Christ Church.
3. A person who loves and appreciates the Anglican/Episcopal theology and ethos with a thorough understanding and knowledge of the Book of Common Prayer, the 1982 Hymnal, the supplemental hymnals (LEVAS and Wonder, Love and Praise) and the lectionaries used by the Episcopal Church.
4. A person capable of delivering high quality sacred music.
5. Highly accomplished in organ performance and choral conducting.

6. A Master of Music degree earned at an accredited university with 5-7 years experience is required.
7. Knowledge of the techniques that produce excellent choral singing (diction, dynamics, tone, breath control, rhythm) and demonstrate success in teaching these techniques to choristers of various ages.
8. Experience in attracting and involving young persons in singing sacred music.
9. Experience with Orff instruments is desirable but not required.
10. Knowledge of proper Latin pronunciation and familiarity of other languages such as Spanish, German and French.
11. Solid working knowledge of pipe organs.
12. Good organizational skills and ability to work with others—a team player.

### **Expressions of Interest**

Resumes or Curricula Vitae responsive to the contents of this position description may be mailed to: Christ Episcopal Church, P.O. Box 1246, New Bern, NC 28563, attention Ms. Jean Reichenbach or via email to [Jobs@christchurchnewbern.com](mailto:Jobs@christchurchnewbern.com).

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