

Parish of the Good Shepherd

THE EPISCOPAL CHURCH IN WABAN, MASSACHUSETTS

1671 Beacon Street Waban, Massachusetts 02468
www.goodshepherdnewton.org (617) 224-4028

Title: Director of Music

Organization Name: Parish of the Good Shepherd (Waban, MA)

Education: Advanced degree preferred (awarded or pursuing)

Min. Experience: 5 years

Job Type: Part Time/Exempt Salaried

Location: Waban, MA 02468, USA

Posted: April 2022

Salary Range: \$30,000 - \$36,000/year, commensurate with experience, ability, and informed by Association of Anglican Musicians (AAM) salary guide

Benefits: 403(b) contributions; vacation; use of organ for private teaching sessions

Hours per week: 12-14 hours/week, as needs require (averaged annually)

Job Duration: Not limited

Required Travel: none

No. Weekly Services September to mid- June: 2*

No. Weekly Rehearsals September to mid-June: 2*

No. Weekly Services mid-June to Labor Day: 1

*additional services and rehearsals seasonally, i.e. Christmas and Holy Week

Principal Responsibilities:

- a) 10:00 am Choral Eucharist (Rite I)- Organist and Director of parish choir: volunteer and paid professional musicians
- b) 5:30 pm Celtic Eucharist- Organist and Director of Cantor/ singers
- c) Lead music for occasional mid-week Agape Celebrations, seasonal Evensong, Lessons and Carols, etc.
- d) Gather and direct children's choir at 2-3 services/year

Instruments: Peter Collins, Limited of Leicestershire, England, two manual and pedal organ, installed in 1995 with the later addition of a Zymbelstern.

The parish also owns a Yamaha Clavinova piano and a set of Schulmerich handbells (Case A, 1st Octave C5-C6).

Apply for this Job

Contact: organsearch@goodshepherdnewton.org

Street Address: 1671 Beacon Street, Waban, MA 02468

Daytime Phone: 617-244-4028

Parish Website: www.goodshepherdnewton.org

Applications will be received and reviewed beginning April 25, 2022, and applicants will be considered on a rolling basis until the successful candidate is hired. The current Organist/ Choirmaster is scheduled to retire in June, 2022.

Overview

Parish of the Good Shepherd is a vibrant parish in the Waban village of Newton, MA. The activities of the parish are centered around four pillars of faith: liturgical worship, music, outreach, and Christian education. The music program is one steeped in an Anglican-catholic musical heritage, traditional liturgy and music, but open to the breadth of music offered to the glory of God in the Episcopal tradition (for example *Lift Every Voice and Sing*, the African-American hymnal of the Episcopal church, and twentieth century composition in the Church of England and Episcopal Church). The parish also offers a Sunday evening Celtic Eucharist with organ and cantor, with traditional, non-traditional, and monastic-style music.

Current Average Sunday Attendance is 78 (2021-2022), including both the 10:00 am Eucharist and 5:30 pm Celtic Eucharist. Pre-pandemic ASA was 115.

We seek a Director of Music who will serve as organist and choirmaster, having responsibility for all aspects of music at Good Shepherd. The Director of Music works collaboratively with the Rector and parish staff to select music, prepare, rehearse, and direct the choir, and play the organ at all principal services of Good Shepherd. The Director of Music reports directly to the Rector.

Compensation

Expected salary for this position: \$30,000 to \$36,000

Salary is based on annual compensation and is paid monthly. Compensation is based on quarter-time employment, calculated at twelve (12) to fourteen (14) hrs/ week.

In addition to base salary, compensation includes contributions to a retirement savings plan (403(b)) and four (4) paid absences per annum on Sundays, based on advanced written approval by the Rector. Absences are limited to Sundays outside of the heart of the Liturgical Calendar (such as Advent, Christmas, Holy Week, and Easter) and may also not be on days essential to the ministry of the parish (such as a bishop's visit, confirmation service, or annual meeting).

Schedule of Principal Services

The Director of Music has responsibility for the following principal services:

- Sundays at 10:00 am (Choral Eucharist, Rite I)
- Sundays at 5:30 pm (Celtic Eucharist)
- Ash Wednesday (two services)
- Maundy Thursday (one service)
- Good Friday (one service)
- Easter Vigil (Holy Saturday, one service)
- Christmas Eve (two services)

The Director of Music attends parish staff meeting once per month with additional meetings in advance of Advent/ Christmas and Holy Week/ Easter. The Director of Music meets weekly with the Rector to check in and provide and receive updates.

In addition to principal services, the Director of Music is expected to support up to three (3) additional services each year, such as seasonal Evensong or Lessons and Carols, and lead music for three (3) or four (4) Agape Celebrations during the school year (Sept. to May). Emphasis should be given to the inclusion of children and youth in music ministry, while maintaining excellence in music. In collaboration with the Associate Rector/Head of Christian Education, two (2) or three (3) services per year include a children's choir.

Choir and Weekly Rehearsals

The adult choir, average size of 16 members, is divided between paid professionals and volunteer parishioners (about 50% each). The full choir sings at the 10:00 am Eucharist on Sunday mornings, with a rehearsal at 8:30 am.

A cantor (or a few singers) from the choir's paid professionals sings on Sunday evening at the 5:30 pm Celtic Eucharist, with a rehearsal at 4:30 pm.

In preparation for Christmas and Holy Week/Easter, additional rehearsals are scheduled.

Policy and Procedures for Hiring Musicians, Paid Absences, Instrumentalists, Organ Maintenance, and Purchasing Music/Supplies

The Director of Music hires musicians for Sunday services, schedules, and manages the time of paid choir members. The present budget includes eight (8) professional singers at all principal services, except the Celtic Eucharist and Sundays mid-June to Labor Day. For the later, the budget includes one (1) to two (2) professional singers. Expenditures for instrumentalists on special occasions and/ or Feast Days are included in the annual budget and determined collaboratively with the Rector.

The Director of Music is responsible for documentation and record keeping, completed in a timely and accurate manner, and submitted to the parish administrator. The parish administrator has the responsibility to process payroll.

The Director of Music has responsibility of securing suitable substitutes in the case of his or her absence. The quality of music should not vary substantially on days when the Music Director is absent. The parish compensates substitute organists four (4) Sundays per annum, at the time of service, and at a competitive rate.

Professional instrumentalists are included seasonally and paid by the parish.

The Vestry on an annual basis approves the music budget. The Director of Music, in collaboration with the Rector, is responsible for submitting a music budget to the Treasurer approximately eight (8) weeks prior to the Annual Meeting of the Parish to allow time for review and subsequent approval. The music budget includes the total compensation of the Director of Music, compensation for paid choir members, occasional instrumentalists, organ tuning, and the purchasing of music and supplies.

Organ Maintenance

The Director of Music ensures that the organ is kept in good repair and reports to the Rector and/or Vestry in the event of necessary maintenance, and is responsible for organ upkeep and regular tuning. The Director of Music will present all costs to the Rector and/or Vestry in advance.

Music Library

The Director of Music has the responsibility for the maintenance and inventory of the music library.

Supplemental Compensation

The Director of Music coordinates music for weddings and funerals. The disposition of wedding, funeral, and other church-related fees is determined in conjunction with the Rector, at competitive rates, and is guaranteed by the parish for all musicians.

Use of Buildings

In addition to use of the parish for the discharge of assigned duties, the Director of Music, subject to approval of the Rector/ Vestry, shall have the right to grant use of the buildings to individuals or groups under general conditions determined in conjunction with the Rector and Vestry. This includes, but is not limited to, the use of the organ for practice or teaching sessions. Teaching sessions, concerts, and special events follow the Space Use Agreement in effect at Good Shepherd.

Job Requirements

Qualifications

- At least five (5) years of relevant experience and enthusiasm for music ministry. A BA/BS degree is required, with preference for advanced (graduate) degree in music, either completed or being pursued.
- Excellent musician, both organist and choirmaster. Enthusiasm to work collegially with clergy, staff, and volunteer and paid professional musicians.
- Theological grounding in Christian worship with an appreciation for the Anglican musical tradition.
- Strong organizational and managerial skills to oversee the music program, run efficient rehearsals, and program both traditional and non-traditional music aligned to the liturgy.

Documentation

- Resume with cover letter.
- References upon request.
- Applications will be reviewed beginning April 25, 2022.
- Promising candidates will be asked to submit a recording, preferably of a full service in which the candidate is playing the organ and conducting the choir.
- Select candidates will be invited for an interview and audition.
- A CORI check will be performed as a condition of employment.