

Part-time Organist/Director of Music Position Available

Immanuel Episcopal Church
3263 Old Church Road
Mechanicsville, VA 23111
www.immanueloc.org

Immanuel is an historic church for which the community of Old Church is named and our average attendance on Sunday is 60. There are 8-10 dedicated choir members who love to sing and learn music quickly. The parish is active and growing. It is our hope to develop a vibrant music program that is engaging for the parish as well as the surrounding community that helps to continue our growth.

Position Description

Immanuel Episcopal Church, in the Episcopal Diocese of Virginia, is seeking a part-time (10-15 hours per week) Organist/Choir Director to lead our liturgical music program. This includes playing for Sunday services and holy day services throughout the year, as well as directing the choir. There is a weekly choir rehearsal. Holy day services include but are not limited to Christmas Eve/Day, Epiphany, Ash Wednesday, Maundy Thursday, and Good Friday.

Instruments

Organ – Allen Electric, 2 manuals, with 3 expression shoes and a transposer
Piano – Charles R. Walter upright

Professional Requirements

Experience in a liturgical church is preferred. Knowledge of traditional and newer church music. Proficiency in both organ performance and choir direction. A willingness to teach as well as to learn.

Duties to Include

- Working with, leading, and directing Choir
- Provide organ and chorale music for Sunday worship service at 10 AM, and other special services as expected.
- Responsible for music selection (hymns, service) in coordination with the Rector and then submitting selections to the Parish Administrator in time for weekly bulletins and special service bulletins to be printed.
- Plan and direct weekly choir rehearsals during the program year (on Wednesday evenings or other mutually agreed upon time.)
- Schedule special music (instrumentalists, soloists) for special services when necessary and within budgetary allowances.
- Attend routine worship planning meetings as determined by the Rector.
- Schedule and oversee the maintenance and tuning of instruments.
- Secure a substitute musician during absences.
- Play for weddings and funerals or arrange for a substitute. Will have first right of refusal with compensation from families.
- Maintain music library, and maintain compliance with copyright laws, keep licenses and memberships up to date.

- Assist in the church budget process by submitting an annual music budget (providing any needed information on projected levels of music related expenses, instrument maintenance, music purchases, robes, supplies, etc.)
- Willingness to use Google Docs for planning with Parish Administrator and Rector
- Willingness to use or develop skills needed for audio/visual technology and social media.
- Background check and Episcopal Diocese of Virginia Prevention of Sexual Misconduct Training required or to be completed.

Compensation

- Salary range \$14,000-20,000 per year, negotiable based on education and experience.
- Four weeks of paid vacation
- Stipend for continuing education.

For inquiries and to apply contact:

The Rev. John E, Hogg at rector@immanueloc.org