

## Organist/Choirmaster Job Description 05/2020



Enfield Congregational, United Church of Christ in Enfield, CT, seeks a **part-time organist/choirmaster** to further develop our already strong music program. The organist/choirmaster serves at the pleasure of the pastor in coordination with the church council and is the central figure ensuring the quality, substance, and appropriateness of the music that serves an integral part in the pastor's and the church's vision of ministry. The candidate for this position should demonstrate an ability to have a good working relationship with the pastor and choir(s), have proven experience in choral directing and organ performance, and preferably experience in an ecumenical Christian tradition. Enfield's organ is an Allen Electronic.

### **Professional Qualifications:**

- Education – Bachelor's degree
- Experience with choral directing and development of choral sound and musicianship
- Experience in organ performance
- Experience working in the ecumenical Christian musical tradition is preferred
- Experience working with youth/children's choirs and handbells is a plus

### **Required Skills:**

- Spiritual leader to choir members (all ages), creating an environment where musical training & preparation become a part of maintaining & further building a solid foundation of faith for participants.
- Excellent communication skills and ability to work and interact well with children, youth, staff, parents, volunteers, parishioners.
- Self-starter with a strong commitment to excellence.
- Team-player with a "can do" yet flexible attitude.
- Excellent organizational and administrative skills; strong attention to detail.
- Understanding of Google Docs with the ability to collaborate.

### **Duties:**

- Provide organ, choral, or other music at all principle services of the church, including but not limited to:
  - All weekly Sunday worship services
  - Services of Advent & Lent
  - Any other major events such as Ordinations, Installations, & Celebrations
  - Weddings and Funerals (additional compensation provided)

- Develop the strength of the choirs (vocal and handbell), its musical ability and sense of community and mission, including but not limited to:
  - Holding two regular rehearsals of the choir weekly and others as deemed necessary (Wednesday evening and Sunday morning.)
  - Handbells meet Thursday evening.
  - Continuing to develop the vocal “sound” of the choir, training in musicality & good choral technique
  - Encouraging fellowship opportunities
  - Developing vision for the choir’s ministry
  - Making expectations explicit for choir members and leaders
  
- Institute children’s choir and youth choir. Enfield believes that the early introduction of children to musical training is an important part of their development in the Christian faith and integral to the music ministry of our church. This includes:
  - Developing a vision for a children’s music ministry
  - Recruiting lay leaders to work in children’s music ministry
  - Marketing the program(s) and recruiting participants
  - Organizing and effecting rehearsals and performances
  
- Identify, encourage, and utilize volunteer musical talent within the congregation. Take a leadership role in long-range music program development.
  
- Select all piano/organ voluntaries, choral, and service music for all choral/organ services in consultation with the pastor. Hymns will be selected by the pastor with the understanding that the pastor has the final say in crafting worship. Details are provided to the church office for preparation of service bulletins according to existing schedule for submission. Review drafts of these for accuracy.
  
- Hire professional musicians, as appropriate and within the parameters of the church music budget, for liturgical festivals and special services. Also secure substitute musicians during the absence of the Organist/Choirmaster.
  
- Coordinate the overall music schedule within the liturgical year in consultation with the pastor.
  
- Prepare an annual budget for submission to the board of stewards to reflect the total music program. Identify all items of expenditure including printed music and supplies, musical instrument maintenance, vestments, training, substitute organist, staff singer & guest musician expenses.

- Arrange for maintenance and tuning of all musical instruments, especially the organ, to be in a state of readiness for all regular services, rehearsals, special services and other performances.
  
- With the help of choir volunteers, & limited secretarial support, the organist/choirmaster:
  - Manages and oversees the music library
  - Chooses and purchases music within approved budgetary parameters
  - Communicates information within the choir
  - Communicates information about the music ministry within the church
  - Coordinates with other church groups as necessary
  - Purchases and maintains choir vestments
  - Maintains neat and attractive choir practice room and choir loft
  
- The organist/choirmaster is a regular member of the staff and is expected to:
  - Attend weekly staff meetings and meet with the pastor as necessary
  - Participate in liturgical planning meetings and other meetings as directed
  - To be a team player on a small staff
  - Fulfill all necessary Safe Church required training (as identified)
  
- Responsible for personal music preparation including
  - Organ practice
  - Study of scores, books and periodicals
  - Innovate and create

**Compensation:**

- \$25,000 per year with some professional development funds available.

For more information, please contact:

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