



# St. Andrew's

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## ANGLICAN CHURCH

## Minister of Music

Position Description

Updated on 2026-05-06

**Reports to:** Rector

**Status:** Part-Time (average 20–25 hrs./wk. across the year), Exempt

### Summary

The Minister of Music will provide leadership in the area of musical worship at St. Andrew's, with a primary focus on weekend worship services. This person will be responsible for planning and leading music for worship with organ, piano, and voice; coordinating and directing our contemporary band; leading and supporting the handbell choir, and accompanying the vocal choir (the choir is directed by another staff member); overseeing a repertoire of music that aligns with the Anglican tradition; and collaborating with staff and volunteers so that our worship is beautiful, singable, and theologically sound. This position averages 20–25 hours per week across the year, with higher demands around Christmas, Holy Week/Easter, and the parish retreat, and lighter weeks in the summer.

### Responsibilities

#### Leading Musical Worship

- Accompany worship at all regularly scheduled weekend services (currently 5:00 p.m. Saturday, 9:00 a.m. Sunday, and 11:00 a.m. Sunday), as assigned, using both traditional and contemporary music for congregational singing.
- Plan and play for the following holy days and special services/events each year (or as otherwise agreed with the Rector):
  - Three services on Christmas Eve

- Two services on Ash Wednesday
- One Holy Wednesday service (e.g., Tenebrae)
- One Maundy Thursday service
- Two Good Friday services
- The Easter Vigil on Holy Saturday
- The annual (1-day) parish retreat in October
- One service on the Eve of Thanksgiving (if held)
- Other occasional services
- Practice and rehearse in preparation for the above-mentioned services.

## Ensemble Rehearsals and Accompaniment

- Vocal Choir (Program Year: roughly September–May)
  - Accompany the vocal choir at weekly rehearsals and in worship.
  - Support the Choir Director in planning and presenting approximately two choral anthems per month in worship (or as otherwise agreed).
- Handbell Choir (Program Year: roughly September–May)
  - Direct the handbell choir, including weekly rehearsals during the program year.
  - Plan and prepare approximately one handbell offertory per month in worship (or as otherwise agreed).
- Contemporary Music Band
  - Direct and rehearse the contemporary music band, preparing approximately 3–4 songs per week when the band is scheduled.
  - When the band is not scheduled, lead or accompany contemporary songs on piano/keyboard as needed.
- Special Music and Summer Pattern
  - Arrange for and accompany special music (soloists and small ensembles) throughout the year, with particular emphasis on a series of volunteer offertories in the summer.
  - Rehearse with and accompany soloists or small ensembles as necessary for offertories and other moments of special music.

## Administration and Planning

- Collaborate with the Rector to plan and coordinate both traditional and contemporary music for weekend and holy day services, ensuring alignment with the lectionary, liturgical calendar, and preaching.

- Curate and maintain a library of music for choir, handbells, band, and special music, rooted in the Anglican tradition and accessible to the congregation.
- Ensure a healthy balance between familiar and new music, promoting robust congregational singing and spiritual growth.
- Use Planning Center (or other designated tools) to plan services, schedule musicians, and communicate service details.
- Prepare and/or review worship presentation slides in ProPresenter (or similar software), ensuring accurate lyrics, liturgical texts, and musical cues for each service.
- Carry out music-related administrative tasks (communication with volunteers, scheduling within your area, music library organization) within the agreed time frame for this position.

## Tech Ministry Collaboration and Leadership

- Recruit, train, and schedule A/V tech team members (slides, sound, livestream), in collaboration with other staff and lay leaders, to ensure reliable coverage for weekend and special services.
- Oversee or coordinate the maintenance and basic care of audio-visual equipment and musical instruments, working with vendors and volunteers as needed.
- Collaborate closely with the A/V ministry so that technology consistently supports, rather than distracts from, congregational worship.

## Weddings, Funerals, and Occasional Services

- Accompany weddings and funerals at St. Andrew's as needed, for additional compensation according to the church's established fee schedule.
- Plan and coordinate music for these services in consultation with the Rector and the families involved, as appropriate.

## General Responsibilities

- Participate in weekly staff meetings (generally on Tuesday mornings).
- Meet regularly with the Rector (at least monthly) to celebrate what is going well in the music ministries and to discuss any challenges, needs, or new opportunities.
- Serve as a visible and pastoral presence among musicians and tech volunteers, encouraging their spiritual growth and stewardship of their gifts.
- Other duties as assigned by the Rector, compatible with the scope and hours of this part-time role.

# Job Skills and Requirements

- A strong Christian faith and character, and a passionate relationship with God.
- A deep understanding and appreciation of Anglican liturgical traditions and worship practices (ACNA / BCP 2019 or similar).
- Proficiency in playing and leading traditional and contemporary worship music with organ, piano, and voice.
- Experience playing with and directing ensembles and accompanying soloists
- Demonstrated experience in team leadership and development, fostering a collaborative and supportive environment among musicians and tech volunteers.
- Excellent communication and interpersonal skills, with the ability to work effectively with individuals and groups.
- Strong organizational and time management abilities.
- Flexibility and adaptability to respond to changing worship needs and preferences.
- Previous experience in worship planning and leading rehearsals is desirable.
- Comfort with Planning Center, ProPresenter (or similar tools), and basic A/V concepts, or a demonstrated ability to learn them.
- A team player who can collaborate with staff, volunteers, and church leadership to fulfill the mission of St. Andrew's Anglican Church.
- A self-starter who takes initiative, anticipates needs, and follows through.
- A positive, collaborative, and Christ-centered attitude.
- A professional appearance and demeanor, with discretion regarding confidential information.
- Regular, timely attendance during stated or negotiated hours.

## **All lay employees at St. Andrew's Anglican Church must:**

- Be (or become) an active member of St. Andrew's Anglican Church (unless otherwise agreed upon with the Rector).
- Be committed to the Vision and Values of St. Andrew's Anglican Church.
- Give assent to the Fundamental Declarations of the ACNA and the Jerusalem Declaration (St. Andrew's statements of faith).
- Abide by the policies of the St. Andrew's Staff Handbook.
- Undergo a background check before employment and periodically thereafter in accordance with the St. Andrew's Staff Handbook and policies.
- Complete sexual misconduct prevention training before employment.

# Code of Personal and Professional Conduct

The clergy and staff of St. Andrew's Anglican Church are called to high standards of ethical conduct and personal integrity. All who work or serve here bear a sacred responsibility to uphold the teaching of Holy Scripture and the doctrinal commitments of this congregation, the Anglican Diocese of the Great Lakes (ADGL), and the Anglican Church in North America (ACNA). Furthermore, those in leadership roles and ministerial positions have a responsibility to lead a personal life that bears witness to Christian teaching and avoids scandal. Clergy and staff are therefore expected to abide by the Code of Personal and Professional Conduct for Clergy and Staff.

## Acknowledgement

I have read and received the St. Andrew's Anglican Church Staff Handbook and a copy of my job description. I understand that this document overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above and the policies of the Staff Handbook, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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