

Minister of Music

St. Andrew's Anglican Church, Lewis Center, OH

Position Description

Reports to: Rector

Status: Part-Time (approximately 15 hrs./wk.), Exempt

Updated: 11/26/2024

Summary

The Minister of Music will provide leadership in the area of traditional instrumentation for worship, particularly at our 5pm Saturday and 9am Sunday services of Holy Communion. This person will be responsible for team leadership; planning songs, hymns, and service music for worship; leading music for worship with organ, piano, and voice; leading/supporting the handbell choir; supporting and accompanying the vocal choir; and co-curating a repertoire of music that aligns with the Anglican tradition and enhances our worship services.

Responsibilities

Leading Musical Worship

- Play organ and piano accompaniment and prelude/postlude for weekend worship services (5pm Saturdays and 9am Sundays) and for holy days (including Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, & Thanksgiving Eve).

Team Leadership

- Lead and develop a team of volunteer musicians for handbells and special music.
- Foster an environment of collaboration, spiritual growth, and musical excellence.
- Provide guidance, support, and feedback to volunteer musicians, nurturing their talents and abilities.
- Encourage a culture of musical worship that reflects the values and vision of the church.

Planning

- Collaborate with the Rector and Assistant Minister of Music to curate a repertoire of songs, hymns, and service music that aligns with the Anglican liturgical traditions and theological beliefs.
- Maintain a library of music for handbells and special music.
- Collaborate with the Rector and Assistant Minister of Music to plan and coordinate music for worship services that complements the lectionary themes and liturgical calendar.
- Ensure a balance between familiar and new music, promoting congregational participation and spiritual growth.

Handbell Choir

- Lead weekly rehearsals for the handbell choir, ensuring preparedness and unity.
- Conduct instrumental coaching, fostering a high standard of musical leadership.
- Coordinate schedules and communicate effectively with team members regarding rehearsals and service times.

Vocal Choir

- Support the Choir Director and Choir with accompaniment.

Special Music

- Arrange for members of the congregation and guests to provide special music.
- Rehearse with and accompany special musicians as necessary.

General Responsibilities

- Participate in staff and team meetings.
- Meet with the Rector monthly to celebrate what is going well in your areas of responsibility and discuss any challenges.
- Other duties as assigned

Job Skills and Requirements

- A strong Christian faith and character, and a passionate relationship with God.
- A deep understanding and appreciation of the Anglican liturgical traditions and worship practices.
- Proficiency in playing and leading traditional worship music with organ, piano, and voice.
- Demonstrated experience in team leadership and development, fostering a collaborative and supportive environment.
- Excellent communication and interpersonal skills, with the ability to work effectively with individuals and groups.
- Strong organizational and time management abilities, ensuring timely completion of tasks and responsibilities.
- Flexibility and adaptability to respond to changing worship needs and preferences.
- Knowledge of current trends and developments in contemporary Christian music.
- Previous experience in worship planning and leading rehearsals is desirable.
- A team player who can collaborate with staff, volunteers, and church leadership to fulfill the mission of St. Andrews Anglican Church.
- Be a self-starter, taking initiative, anticipating needs, and getting things done.
- Have a positive, collaborative, and Christ-centered attitude.
- Demonstrate a professional appearance and attitude.
- Be discreet with regard to 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 (St. Andrew's statement 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.
- Go through sexual misconduct prevention training before employment.