

ST. PAUL'S MEMORIAL EPISCOPAL CHURCH
Oaks, Pennsylvania
Minister of Music Job Description

In keeping with the laws of the Commonwealth of Pennsylvania and the canons of The Episcopal Church, as an employee of St. Paul's Memorial Episcopal Church, this person will serve at the will of the current Rector and within the budgetary parameters established by the Wardens and Vestry. In the case of the Rector's position being vacated, the Wardens and Vestry will act in that stead.

Responsibilities

Under the supervision of the Rector, this person will carry out the following responsibilities:

This person will provide appropriate organ/keyboards music at the regular designated Sunday morning services and at additional services on Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Thanksgiving Day.

This person will provide preparation and direction for the choir and corresponding music team at all services where they participate. This person will also actively recruit additional people from the congregation to expand the choir and music ministry.

This person will be involved in planning and preparation with the Worship Planning Team in helping provide leadership for the music program of our worship services. Team meetings are held approximately once per month.

This person will be responsible for administrative functions involving acquisition, maintenance and filing of music and music supplies, maintaining and reporting use to licensing services, and preparing and submitting music resources for parish publication.

This person will be responsible for overseeing the maintenance and care of parish-owned music instruments and equipment.

This person will be responsible for providing music at all weddings and funerals held within the church. Substitute musicians may be used only with the permission of this staff person. Because these are extra demands, additional fees will be paid for these services. The current fees are \$150.00 for services without Communion and \$200.00 for services including Communion. Said fees will be reviewed on an annual basis during the normal parish budget-planning process and communicated to couples and families by the Rector in advance.

This person will be responsible for arranging for a substitute musician acceptable to the Rector in the event of planned absences. An updated resource list of substitute musicians with contact information will be provided to the Rector annually in preparation for unplanned absences to illness or other emergencies.

This person will meet with the Rector, in person, at least once per month.

This person will attend one Vestry meeting per year to make a direct report to the Vestry concerning the status and plans of the music ministry.

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In compliance with Diocesan requirements, ongoing employment of this person will require completion of the official diocesan training seminar/seminars regarding Sexual Exploitation and Harassment Prevention and Child Sexual Abuse within the next twelve months, if not having already completed this Diocesan training or its acceptable equivalent.

Employment of this person will be contingent on an acceptable background check, to include the following:

- PA Child Abuse History Clearance
- PA State Police Criminal Record Check
- Federal Bureau of Investigation Criminal Background Check

Received: _____ Date: _____