

Associate for Music

Job & Ministry Description

St. Andrew's Episcopal Church

354 Main St., Hopkinton, NH 03229

www.StAndrewsHopkinton.org

Applicants please send resumé and cover letter to apply@StAndrewsHopkinton.org
Interviewing currently. Applications accepted until the position is filled.

Context

St. Andrew's Church is a growing, dynamic community, with many new faces, all striving to love God and each other more closely. Our current scriptural icon for this pursuit is the "Emmaus Story" from Luke; *Walking together. Recognizing Jesus. Practicing resurrection.* Music is an integral part of our worship. Our hymnody draws steadily on the Hymnal 1982, with regular selections also taken from LEVAS, WLP, Taizé, "paperless music" and the wider repertoire of both Protestant and Catholic churches. Our anthems and instrumental selections are diverse, drawn from the classical Western canon, contemporary, and folk selections. Our dedicated choir has grown over the last three years. We have a diverse array of instrumentalists/singers who play often in the liturgy. We have a congregation that enjoys communal singing.

The Job

As we grow along the way of Jesus, we seek a musical leader who can sustain what has been and guide exploration of what is springing forth. We seek a minister who can deepen the *entire congregation's spiritual journey* through the medium of music, by listening well and inviting us deeper. The position requires a leader who will truly enjoy and invest themselves equally in the selection of our hymnody and our choral/ensemble music.

This position is configured as 15 hours/week (735 hours a year) taking into account required periodic extra hours, as well as reduced hours in the summer. Leave time includes three weeks vacation and one week continuing education. Work schedule shall be arranged with and approved by the Rector. Compensation for 2022 is \$24,000/annum.

Goals

- Maintain the rich seasonal musical patterns of our worship in the nave, garden and church hall
- Engage the full congregation for more supported personal engagement with the hymnody and service music
- Improve the "collective instrument" that is our Choir, by coaching and teaching both individuals and the whole during rehearsal
- More fully integrate all singers and instrumentalists of the congregation in worship
- Help implement the four Next Steps of St. Andrew's *RenewalWorks Report*, especially "naming spiritual journey" and "singing together with deepened familiarity"

Responsibilities

The Associate for Music reports to and works closely with the Rector. The Associate's support of all musical leaders will be undertaken in collaboration with the Rector and Worship Committee, and with reference to the full ministry and life of St. Andrew's. The position requires commitment to and experiential knowledge of church ministry, as well as strong organizational skills, coupled with the ability to apply them in a creative and encouraging manner.

- General
 - Weekly checkin with Rector (30 minutes, or equivalent time more widely spaced)
 - For Prayer
 - To mutually update and keep track of long and medium-term goals, and weekly tasks.
 - Advise Rector on broadening musical possibilities to be knit into St. Andrew's pre-existing seasonal/special worship services, or parish events.
 - The Senior Warden (governing board chair) will periodically participate in this meeting to help integrate Vestry, Rector and Staff vision
 - Weekly leadership of music
 - Playing the organ & piano and conducting musicians at our 10am Sunday service (September- June), and 9am Sunday service (June-September), and very occasionally at the 8am (September-June)
 - Warm-up the Choir prior to worship
 - Rehearse the Choir (presently Sunday after 10AM worship)
 - Prepare any other singers or instrumentalists by walkthroughs, rehearsals or otherwise as needed
 - Intermittent leadership at seasonal/special worship services and parish activities, including nighttime events
 - Work closely with the Rector and Staff to ensure continuity of planning, effective communication, and timely submission of materials for review or printing
 - Including mid-week Staff Meeting (presently twice each month)
 - Attend Worship Committee meetings (roughly 6/year)
 - Maintain the music library and oversee acquisition of new music
 - Assist the Rector and Staff in planning special services, particularly at Advent/Christmas and Lent/Easter
 - Meet reporting requirements for music licensing
 - As capacity and parish focus allow, utilize local relationships to support expanded musical experiences at St. Andrew's, such as concerts
- Annually/Semi-Annually
 - Submit annual music budget, and Annual Report
 - Arrange and oversee tuning and maintenance of the church instruments

Support

- Active Worship Committee
- Music line item in budget (\$7000 in 2022)
 - Includes Continuing Education, new music acquisition, organ and piano tuning, licensing, dedicated computer, and supply music-leader funding

- Connection to colleague relationships in the Episcopal Church of NH & beyond
- The Associate for Music shall have first rights to all weddings and funerals (with responsibility for finding a replacement when unavailable), and be paid a bench fee when alternative musical leadership is contracted in preference to their own.

Skills and Qualifications

Education and/or Work History

- Bachelor's Degree in Music (Master's preferred)
- Experience in musical leadership in churches
- Safe Church certification (part of new employee training and continuing education)

Essential Skills

- Accomplished performance in organ
- Accomplished performance in piano
- Accomplished performance in choral directing
- Experience in "song teaching" directly to the whole congregation
- Demonstrated leadership
 - Strong oral, written and interpersonal communication
 - Effective collaborative style
 - Take initiative and make decisions under the pressure of deadlines
 - Problem solving capability
 - Conflict resolution (experience of, and willingness to participate in)
- Computer proficiency in MS Word & Dropbox
- Ability to digitally prepare musical material for printing or computer projection
- Familiarity with digital technology for recording and musical education
- Physical ability to perform the Job Responsibilities described

Essential Qualities

- Enthusiastically work in support of the church as it seeks to live the Gospel of Jesus Christ, and be conversant with the communal use of prayer and the Gospel as central reference points for shared ministry and leadership
- Be a living part of the congregation's spiritual journey
- Uphold God's love for all people while serving with people of all cultures, with diverse personalities and differing opinions
- Strong integrity, honesty, confidentiality and reliability
- Kindness and a sense of humor for the broad sweep of parish life
- Desirable: Good knowledge of Anglican/Episcopal musical and liturgical tradition