



**ST. PAUL'S, IVY**

EPISCOPAL CHURCH

**St. Paul's Episcopal Church, Ivy**  
**Job Description: Director of Music Ministries**

**Summary**

St. Paul's, Ivy is a program sized parish in a growing suburb of Charlottesville, Virginia. We are a vibrant, multi-generational congregation that highly values beautiful, joyful, and reverential worship services. For this reason, we are seeking a ¾ time Director of Music Ministries who will lead us in building a robust music program at St. Paul's, including the development of an excellent choral program for adults and children/youth. The musical style at St. Paul's is blended: our parish appreciates well-executed, traditional Anglican music, as well as familiar, readily singable hymnody from other Christian traditions. The successful candidate will have a deep Christian faith, strong skills in choral direction, and a collegial spirit. They will also see their work at St. Paul's as a ministry for the glorification of God and the strengthening of discipleship among God's people.

**Position Description**

**A. Worship Planning**

- With the Rector, plan music for all services.
- Provide music information for service bulletins.
- Guide the congregation as appropriate to enable musical participation.

**B. Organ and Piano**

- Provide organ/piano music for the weekly 8:15 a.m. and 10:30 a.m. services.
- Play for funerals and weddings as needed.
- Play organ and piano for seasonal special services (e.g., Christmas, Holy Week, Easter, Evensongs, etc.).
- Assist with the music selection for weekly Contemplative Evening Prayer.

**C. Adult Choir**

- Recruit section leaders (paid or appropriate volunteers), ensuring there are at least four at all times.
- Recruit people for the choir from congregation and community.
- Conduct the Adult Choir, caring for the members of the choir, planning music, and leading rehearsals. In addition to Sunday morning choral direction, the Director leads a weekly rehearsal, as well as special services or concerts.
- Form and lead a Youth Choir (middle school and high schoolers) that may sing with the Adult Choir as appropriate.



#### **D. Children's Choir**

- Periodically conduct the Children's Choir at the 10:30 AM Eucharist.
- Recruit new participants from congregation and community.
- Lead rehearsal (weekly).
- Assist the staff with children's music programming at St. Paul's, Ivy.

#### **E. Administration**

- Arrange for the tuning and maintenance of the organ and pianos.
- Maintain the music library, purchasing choral and organ music as appropriate.
- Purchase choir robes, supplies for the choir room, music teaching materials, etc. as needed.
- Manage the music budget.
- Arrange for instrumental music as needed (e.g., brass at Easter, guest instrumentalists, soloists, etc.)
- With the Director of Communications, maintain copyright licenses.

#### **Qualifications**

- Experience as a choral director.
- Excellent organ and piano skills (graduate level training preferred).
- Able and excited to work with people of all ages.
- Demonstrated ability to recruit new singers and build a robust music program.

#### **Benefits**

The Director of Music Ministries will receive the following annual benefits in addition to their salary:

- Health, dental, and vision insurance for the employee.
- The Episcopal lay retirement plan.
- 15 days of annual leave per year.
- 5 days per year for continuing education.
- Continuing education budget of \$500 per year.

**To apply for this position, please submit the following to The Rev. Justin McIntosh ([rector@stpaulsivy.org](mailto:rector@stpaulsivy.org)) and Debbie Weaver ([debralweaver@comcast.net](mailto:debralweaver@comcast.net)) no later than Friday, October 21, 2022:**

- A resume or CV with a cover letter.
- A video recording of the candidate playing an organ piece AND a piano piece.
- Contact information for three professional references.