

## **St. Andrew's Episcopal Church, Encinitas, CA Job Description Director of Music Ministries**

Reports to: The Rev. Brenda Sol, Rector (lead priest)

Location: 890 Balour Drive, Encinitas, CA 92024  
[www.standrewsepiscopal.org](http://www.standrewsepiscopal.org)

Overall: To coordinate and integrate the music ministry of the parish in a manner that enhances the spirit of worship and assists the congregation in praising and serving God.

Salary: Competitive; commensurate with education and experience.

Work hours: Approximately 12-14 hours per week.

Application Process: Please submit letter of interest and resume to:  
[jobs@standrewsepiscopal.org](mailto:jobs@standrewsepiscopal.org)

### **Who we are**

St. Andrew's is a vibrant and active community of over 200 households, which continues to attract newcomers every week. Every Sunday, there is a said Eucharist at 8 am attended by 25-30 people. A choral Family Eucharist follows at 10 am with an average of close to 100 people, with over 300 on major Feast Days. Children, who have attended the Godly Play lesson join the rest of the congregation at the Peace.

Since the lifting of pandemic restrictions, the music program has featured a volunteer adult choir of around 10-13 singers that welcomes both those who read music well and those who do not have music-reading skills. All are eager to participate and learn new music. They are genuinely fond of, and friendly with, each other and actively reach out to members of the parish, as well as their own social circles, to invite new participants into the choir.

While our worship music typically includes a mixture of selections from Episcopal hymn collections, including *The Hymnal 1982; Lift Every Voice and Sing II; Wonder, Love, and Praise;* and *Voices Found*, we also incorporate newly composed hymns, as well as selections from the world of popular music.

The ideal candidate for this position will have a strong educational background in voice and choral conducting, as well as excellent keyboard skills, and have experience with Episcopal liturgical practices. They will utilize resources already available in our large music library, and seek out new music from various sources, both traditional and nontraditional. They will actively encourage and support congregational singing as well as choral singing, and engage the musical talent in our parish community.

Other preferred competencies include the ability to transpose hymns down at sight, familiarity with music software, improvisational facility, chanting special service music such as The Great Litany in Lent and The Exsultet at the Easter Vigil, or coaching others in singing them. The ability to coach clergy on the parts of

the weekly service that are frequently chanted is desirable. The ability to work with children on occasion would be a plus.

## **Music and Liturgical Duties**

- Select worship service music and seasonal liturgies, including hymns and anthems, consistent with the lectionary and liturgical season, in collaboration with the rector and in consultation with *The Episcopal Musician's Handbook*, as well as bringing suggestions to the table.
- Select and distribute hymns to 2-3 guitarists who join the choir on a monthly basis, adding chords if not already available, lead and work collaboratively with guitarists, and lead warmup rehearsals.
- Provide accompaniment (typically keyboard) for Sunday, 10am worship and seasonal liturgies, including, but not limited to, Christmas Eve (both the 4pm Children's Pageant and 9pm Candlelight Service), Christmas Day, Maundy Thursday, Good Friday, Easter Vigil, and both 8 & 10am on Easter Day.
- Select, prepare, and play prelude and postlude at Sunday, 10am worship.
- Work with parishioners and their families in the selection and performance of music at special liturgies such as weddings and funerals (an honorarium is paid by the family).
- Encourage congregational participation in music and teach new music to members in worship.
- Suggest and invite guest musicians and vocalists in support of special liturgies.

## **Choir Duties**

- Develop the musical skills of choir members through regular rehearsals and warm-ups before worship, as well as other appropriate methods.
- Direct the choir for all choral services.
- Build community among the group through social gatherings, email and text correspondence, and bidding prayers as part of rehearsals and warm-ups, and notifying the rector of those who are absent, ill, or in crisis.
- Create a welcoming environment for current choristers and those who might be interested in singing with the choir.
- Recruit new members on an ongoing basis.
- Maintain roster of choir members, including addresses, contact telephone numbers, e-mail addresses, and assigned supplies. Regularly share a copy with the Parish Administrator.

## **Administrative Duties**

- Provide agreed upon worship music choices at least a month in advance, preferably through Dropbox, for the office team.
- Proofread the music listings in the weekly worship bulletins via email on a timely basis.
- Manage music operating budget, and other dedicated funds.
- Submit requisitions for all expenditures.
- Participate in quarterly Worship and Fellowship Committee meetings.
- Arrange for instrument maintenance, repair, and tuning.
- Maintain and update the office list of substitute organists and pianists.
- Arrange for, and prepare detailed instructions for, temporary or substitute organists and/or pianists as required.
- Organize and maintain the music library.
- Ensure that the Music Ministry complies with all legal requirements related to the performance of copyright-protected works or music, including filing reports to OneLicense.net.
- Occasionally provide music news items for church announcements.
- Reserve facilities for special events and rehearsals with the Parish Administrator.
- Maintain membership in relevant professional organizations.

## **Education and Outreach**

- Occasionally provide music education at parish forums.
- In collaboration with the Rector, occasionally engage outside musicians or for special performances.
- Coordinate with communications director to distribute publicity materials for such events.
- Notify the parish of special music events and opportunities in the surrounding community.

## **Parish Instruments**

- Yamaha C5 Grand Piano
- Rodgers Trillium Organ, Model 787
- Roland DP-10 88 key Digital Piano