

Grace Episcopal Church, Norwood, MA

Part-Time Music Director

The parish of Grace Episcopal Church in Norwood, MA is looking for a new part-time Music Director! We are small but mighty Episcopal Church that loves music to accompany our services. We mostly sing hymns from the Hymnal 1982, while also using Wonder, Love and Praise (a supplement to the Hymnal 1982) and Lift Every Voice and Sing II: An African American Hymnal. We don't currently have a regular choir, but there are several members of our congregation who sing occasionally and others who join us for high holidays. Our organ (a Tracker organ) has been the mainstay of music at Grace for decades. This position is a salaried position for 8 hours a week on average. The salary range for this position is \$11,000-\$12,000.

Primary Duties and Responsibilities:

Music Performance

- Work with the Rector to choose hymns for worship each Sunday (at this time Grace is in rector search, so the Music Director has responsibility for hymn selection)
- Provide musical accompaniment for the 9am worship service on Sunday mornings and for special services throughout the year (Christmas Eve services, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Easter Sunday, and other services from time to time)
- Occasionally play for weddings, funerals, or other special services at Grace
- Ensure that there is a plan to cover any absences on Sunday morning

Choir Leadership

- Recruit parish members who like to sing to join a choir
- Prepare choir members for 9am service when available
- Plan and coordinate at least one choir rehearsal a month, on average (based on participation)
- Coach singers and choir members to help them develop their abilities and talents

Administration

- Maintain an organized library of sheet music
- Work with the Parish Administrator to develop musical schedules, calendars and details for the weekly bulletins
- Work with Parish Administrator to maintain organ and piano used at Grace. Schedule appropriate tuning and other maintenance as required
- Ensure that copyright laws are being followed, report music to One License weekly
- Stay up to date with the required Safe Church training and complete a CORI background check

Applicants should email a resume and recording of themselves playing organ and/or piano (a link to a recording on YouTube or another website is fine) to Heather Belden at

grace.norwood@verizon.net