



GRACE EPISCOPAL CHURCH

Minister of Music

Job Description

Position:	Minister of Music
Status:	Part-Time (15 hours per week)
Reports to:	Rector
Compensation:	\$32,000
Approved by Vestry:	March 25, 2026

General Description:

Grace Church is a theologically progressive, liturgically traditional, program-size parish in New Bedford, Massachusetts. Music is an integral part of parish life at Grace Church. Under the leadership of the Rector, the Minister of Music (ordination not expected or required) exercises an important lay ministry with staff, choir members, members of the congregation, and the community. This is a part-time position without pension contribution or provision of health benefits. The Minister of Music will receive three weeks of paid vacation annually, timing to be coordinated with and approved by the Rector.

The Minister of Music is the principal musician and music educator of Grace Church, and integral to leading the congregation as we offer our musical gifts to God. They will direct the parish choir, and in consultation with the Rector, have primary oversight over all musical selections. As appropriate, the Minister of Music will instruct the choir and congregation concerning the music and how the selections relate to our liturgies. They will be diligent in preparation, clear in communication, and will collaborate with others to provide and enable the highest standard of music at Grace Church.

Grace Church uses a variety of traditions and styles in worship, and the use of various instruments is expected. The organ (three manual, 53-stop), built by Robert Sipe of Dallas, TX, was installed in 1993. A seven-foot Baldwin Grand Piano is also located within the church. A tracker organ built by Philip A. Beaudry is located in the Chapel. An additional turn-of-the-century Steinway grand piano is located in the parish hall along with a set of handbells.

Minimum Qualifications:

- Applicants must be competent performing on the organ and piano as well as rehearsing and conducting the church's choirs.

Responsibilities:

- Select and provide organ or piano music, direct the Parish Choir and guide congregational singing at all services, currently scheduled on Sundays at 10:00 a.m.
- Conduct choir rehearsal pre-service (currently Sundays at 8:30 a.m.) from September through mid-June.
- Recruit and train new members of the choir and select up to four section leaders. Encourage parishioners to join the choir, and consider opportunities to include children and youth.
- Provide music for additional services such as Ash Wednesday (Noon & 7:00 p.m.), Maundy Thursday (7:00 p.m.), Good Friday (Noon & 7:00 p.m.), Easter Vigil (7:00 p.m.), Christmas Eve (7:00 p.m. & 11:00 p.m.) and Christmas Day (10:00 a.m.) services, as well as occasional special events that may occur.
- Develop, provide and collaborate on innovative musical experiences while respecting the Anglican tradition. "Outside-the-box" thinking about our music program as a whole is welcomed.
- Provide music for weddings and funerals as available (if not available secure an appropriate supply organist), for additional compensation.
- Obtain or hire instrumental and vocal soloists for weddings, funerals, or other special occasions.
- Coordinate Supply Musician as necessary in the absence of the Minister of Music, and at the Rector's approval.
- Purchase all music and supplies with church-designated funds. Supervise the maintenance of the music library and ensure all onelicense.net requirements are met.
- Supervise scheduled maintenance of the organ and pianos and oversee the ongoing necessary care of choir robes.
- Submit music selections for bulletins. Submit monthly report to the vestry detailing any accomplishments of the music ministry, concerns, and/or any needs that will affect the fulfillment of the music mission of the Parish.
- Attend regularly scheduled Staff Meetings, Worship Commission Meetings, and other planning meetings as necessary in consultation with the Rector.
- At the Minister of Music's discretion, may maintain or initiate a music studio at Grace Church and provide private organ, piano, or voice lessons using church

facilities, with coordination with the Parish Administrator who maintains the space use calendar.

To Apply:

Please send a cover letter, resume, three references, and recordings of a prelude and a hymn that you have played to The Rev. Jeremy Froyen: RevJeremy@GraceChurchNB.org.