



Music Director Job Description

The Music Director at St. Matthew's Episcopal Church works under the direct supervision of the Rector and is responsible for leading and shaping the parish's music ministry. Working collaboratively with the Rector, the parish organist, clergy, and staff, the Music Director cultivates a vibrant ministry that encourages congregational participation, nurtures volunteer musicians, and creates worship that is beautiful, prayerful, and inviting. At St. Matthew's, music is understood as an essential element of worship and as a ministry of hospitality, drawing newcomers into the life of the congregation while deepening the faith and participation of existing members.

This part-time (15–20 hours per week) position requires strong choral and musical leadership, a passion for Episcopal music and worship, excellent organizational ability, and the capacity to cast and carry out a vision for the music ministry. The Music Director will take a proactive role in leading the adult and handbell choirs, developing new musical offerings, and identifying and engaging the many gifted musicians within the parish, including children and youth. Some work outside of regular business hours is expected, particularly during Holy Week, Advent and Christmas, and other special services and parish events.

Duties and Responsibilities

Worship & Liturgy

- Serve as the primary music leader for Sunday worship at 8:30 a.m. and 11:00 a.m., as well as for principal feasts and special services, including Christmas Eve, Ash Wednesday, Holy Week, Easter, and Bishop visitations
- Select hymns, service music, and anthems in collaboration with clergy, ensuring music is well matched to the liturgy, the lectionary, and the seasons of the church year
- Draw on the breadth of the Episcopal musical tradition, including *The Hymnal 1982* and supplements such as *Wonder, Love, and Praise*; *Lift Every Voice and Sing II*; and *Alleluia III*
- Provide music for weddings, funerals, and other pastoral services as requested, in consultation with the Rector
- Prepare and communicate music selections to the Parish Administrator and clergy in a timely manner for inclusion in weekly bulletins and worship materials

Choirs & Ensembles

- Direct the adult choir and the handbell choir, including weekly Wednesday evening and Sunday morning rehearsals
- Recruit, train, and encourage cantors, soloists, and instrumentalists from within the congregation
- Develop opportunities for children and youth to participate in the music of the parish, such as a children's or youth choir, seasonal ensembles, or leadership of music in worship
- Identify and engage the musical gifts of parishioners—vocalists and instrumentalists alike—and create pathways for them to offer those gifts in worship and parish life
- Foster a welcoming, joyful, and spiritually grounded community among choir members and volunteer musicians

Vision & Program Development

- Develop, communicate, and sustain a vision for the music ministry of St. Matthew's in partnership with the Rector
- Plan and lead special musical offerings such as Lessons and Carols, and work with the Rector to develop additional services and events, such as Evensong, seasonal concerts, or community music offerings, that enrich parish life and welcome the wider community
- Build and maintain relationships with the music community at the University of Alabama in Huntsville and other area institutions, as well as with professional musicians in the region, to bring guest vocalists and instrumentalists into worship and special offerings and to strengthen St. Matthew's connections with the wider musical community

Supervision & Collaboration

- Supervise the parish organist and coordinate closely with her in the planning, rehearsal, and leading of worship music
- Attend weekly staff meetings (currently Wednesday mornings) as able and participate in the planning and coordination of parish worship and activities
- Collaborate with clergy, the Communications Director, and office staff to ensure that music is well integrated into worship, publications, and parish programming
- Engage and schedule guest musicians as needed within the approved budget

Administration

- Prepare and manage the annual music budget
- Maintain the music library, including the purchase, cataloguing, and care of choral and handbell music, and ensure compliance with copyright law and licensing requirements

- Oversee the care and maintenance of handbells and other music ministry equipment in coordination with the organist and parish staff
- Perform other tasks as assigned by the Rector

Qualifications

- Education and demonstrated experience in choral conducting, music leadership, or a related field, preferably in a church setting
- Strong choral directing and vocal skills
- Passion for and knowledge of sacred music, both traditional and contemporary, and a commitment to excellence in congregational song
- Familiarity with the Episcopal Church, its liturgy, and the liturgical calendar preferred; experience with The Hymnal 1982 and its supplements strongly preferred
- Demonstrated ability to cast a vision, lead volunteers, and grow a ministry, including experience working with children and youth
- Ability to work collaboratively, supervise staff, meet deadlines, and maintain confidentiality
- Membership in, or willingness to join, the Association of Anglican Musicians or a similar professional organization encouraged
- Satisfactory background check and completion of Safe Church training within 30 days of hire

Please send a cover letter, resume, three references, and links to any recordings of your musical leadership to the Rev. Emily Rowell Brown at rector@stmatthewsmadison.org.