



# MINISTER OF MUSIC

FULL-TIME

ST. THOMAS' CHURCH, WHITEMARSH  
SUBURBAN PHILADELPHIA

## VISION STATEMENT FOR OUR PROGRAM AND MINISTER OF MUSIC

St. Thomas' Church seeks to build a highly-participatory music program for its 1,400-member congregation and 105-member preschool centered on Episcopal hymnody with diversity of music, including world music, and graded choirs for all ages. We seek to build our program with the growing numbers of children and teenagers in our parish and involve as many children, youth and adults as possible in our music ministry. We believe strongly in membership growth and seek to enrich the spiritual journey of each member through music.

To reach our goals, we seek an exceptional musician, who shares our goals and can build an outstanding music program, help us increase worship attendance and membership and enrich each parishioner's spiritual journey.

## SUMMARY OF POSITION DESCRIPTION:

The Minister of Music is responsible for building and maintaining our music program, developing wide participation and good quality, directing choirs, playing the organ and overseeing assisting staff positions. The incumbent is to recruit, inspire, stimulate, strengthen and broaden the music program, and coordinate and administer all music-related programs for the church and St. Thomas' Preschool and envision and develop a parish-wide music program beginning with preschool students up to our more senior adults and emphasize congregational involvement, education and spiritual growth.

## RESPONSIBILITIES:

### CHOIRS

- Direct St. Thomas' Adult Choir, Choristers and St. Francis Children's Choir and a volunteer Summer Choir.
- Actively and energetically recruit new members
- Establish a graded Royal School of Church Music choir program with voice training
- Lead annual Youth Music Camp for children and youth
- Oversee music twice a month as St. Thomas' Nursery School Chapel
- Oversee music and get to know children and their families at Vacation Bible School
- Create several short-term singing opportunities such as an Advent and an Easter Season Choir to engage parishioners who cannot make a year-long commitment
- \* Maintain rosters and plan repertoire and schedules
- Create fellowship opportunities for choir members and clergy
- Be sensitive to the pastoral needs of choir members and their families and keep our clergy informed of crucial concerns
- Lead the choirs in prayer and educate them about what they are singing

[STTHOMASWHITEMARSH.ORG](http://STTHOMASWHITEMARSH.ORG)

## ORGAN

- Play a concluding hymn at our 8:00 a.m. service, lead worship for our newly envisioned Family Table Worship Service and our 10:00 a.m. Rite II Eucharist Service and Faith at Five (5 p.m. service), Evensongs, weddings, funerals and other times as needed

## Weddings and Funerals

- Play the organ and arrange music for all weddings and funerals. The Minister of Music will play at both the wedding rehearsal and at the wedding and meet well in advance with the couple to help them select and decide upon the music for their wedding.

## LITURGY

- Work with clergy to plan liturgies appropriate to the lectionary and Church Year
- Choose music (including hymns) for Sunday morning liturgies.
- Work closely with the Rector to review music selections
- Assist in arranging and designing new services as needed by the Rector and church
- Design and produce Sunday worship leaflets

## MUSIC OUTREACH

- Organize, publicize and oversee four excellent musical concerts each year
- Organize and lead annual choir tours and record one CD every three years
- Lead each choir on one music outreach event, such as singing in a retirement community

## PARISH LIFE AND MINISTRY RELATIONSHIPS

- Attend weekly staff meetings, meet monthly with the Rector and attend and participate in monthly meetings of the Worship and Arts Commission and the Music Commission
- Communicate effectively with the Children's and Youth Commissions and the Director of Youth and Children's Ministries
- Maintain effective relationships with music volunteers, choir parents, etc.
- Attend church functions such as the Second Saturday Sales, the Christmas party, the Pack-a-thon, Sunday Forums and summer ice teas to meet parishioners and recruit
- Educate the congregation about liturgy by writing each month in the newsletter, lecturing in the Sunday Faith Forum and writing in the Sunday leaflet or teaching a class on music

## ADMINISTRATION

- Set policy for hiring staff singers and instrumentalists for special services/events
- Be responsible for maintenance of musical instruments (organs, pianos, bells, etc.)
- Promptly handle all correspondence and telephone calls associated with the music office
- Coordinate music publicity and information with the Coordinator for Communications

## FINANCES

- Oversee the music budget and all money generated for and by musical offerings working closely with the Rector, Parish Administrator and Music Commission
- Oversee the annual Friends of Music solicitation to support music, working closely with the Music Commission
- Oversee all expenditures for music ministry
- Approve monthly payroll for staff singers
- Serve as staff coordinator of volunteers for any music fund-raising activities
- Submit all contracts to the Rector, Parish Administrator, Wardens and Chair of the Music Commission for approval before signing
- Ensure that concerts involve ticket sales in an effort to cover our costs

## HIRING AND SUPERVISORY

- Oversee our part-time Carillonneur and any other staff music positions that are created
- Oversee the hiring and annual review of part-time employees
- Assist with personnel management and disciplinary actions as needed, including documentation for human resource file
- Supervise guest instrumentalists and singers, supervise payment and contractual relationships with the Parish Administrator and Rector's support and knowledge

## MUSIC LIBRARY

- Maintain the current music library with the purchase of new musical scores and keep records of special programs

Perform other duties upon request of Rector and Vestry

## QUALIFICATIONS AND REQUIREMENTS:

- A strong, contagious and inspiring Christian faith
- True enjoyment, proven experience and success in leading children and youth choirs
- The desire and ability to develop a premier Episcopal Church music program
- A profound love of music, exceptional music gifts and a wide canon of musical appreciation, extending well beyond classical music and the Hymnal 1982
- Superior interpersonal skills and ability to work well with and inspire people
- Ability to function as an excellent team player in a complex and demanding environment
- Possess an understanding of the role of music in Episcopal worship and an ability to blend music and liturgy carefully together
- Experience as director of professional singers and amateur choirs and familiarity with a wide range of choral repertoire of all styles and periods.
- Proven excellence as an organist in service playing and leading congregational song
- Advanced degree in church music, organ performance or conducting
- Good staff supervisory skills
- Necessary music skills of score-reading, improvisation, and conducting.
- Prerequisite: a minimum of three years in full-time church music ministry.

## CONTACT

Anita Burke  
Assistant to the Rector  
St. Thomas' Episcopal Church  
P.O. Box 247  
Fort Washington, PA 19034  
[aburke@stthomaswhitemarsh.org](mailto:aburke@stthomaswhitemarsh.org)  
Tel. 215-233-3970 ext. 121

