

Minister of Music Position Description

The Episcopal Church of the Holy Spirit, 3 Haytown Road, Lebanon, NJ 08833

*The mission of the Church of the Holy Spirit is to become like Christ
as we serve others, proclaim God's love, and grow in the Spirit.*

CHS is seeking an individual to join our community as a part-time Minister of Music. This person will have a passion for music as it connects to spirituality, community, and the life of the church. They will work collaboratively with the Rector and Parish Administrator to integrate, innovate, and inspire the congregation through our established choral music program, and will also develop new opportunities to integrate music into the spiritual lives of the congregation, and build relationships with the broader Hunterdon County music community.

At CHS, we recognize that music is one of the means by which the Holy Spirit is made known to the people of God. It is a conduit for God's people to express their adoration of the God who created and loves them. The Minister of Music will have a deeply felt and active interest in building the skills that connect to the spiritual gifts of musicians at CHS.

This position requires skill in playing the organ and piano and directing the choir at CHS services, but it also calls for ministerial leadership, liturgical planning, rehearsing the choir and other musicians (volunteer and professional), skill development and practice, and stewardship of the music library and maintenance of instruments belonging to the parish.

Requirements

- Education: Bachelor's Degree
Advanced degree preferred
- Instrumental: at least five years of study of organ and piano
Continuation of lessons desired
- Liturgical knowledge: at least three years experience in a main line
liturgical tradition
Episcopal/ Anglican Communion preferred
- Conducting: at least three years leading a volunteer choir
Church adult choir experience preferred
- Ministerial: at least two years in either customer service or other positions
dealing with the public
Pastoral/ confidential/ counselor experience desired
- Supervisory: Supervising employees and/or volunteers
In a church or similar context desired
- Administrative: Demonstrated collaborative work with supervisors,
volunteers, and staff

All individuals who are employed at CHS are required to pass a criminal background check and to complete the required Safe Church Training within the first six months of employment. If staff/volunteer individuals' positions require them to drive parishioners, they will be asked to provide a clean driving record. The MOM, rector, and leadership will engage in mutual ministry reviews periodically in order to support the life and ministry of the congregation.

How to Apply for This Position

Please email the following documents listed below to jobs@churchholyspirit.net

A short introduction of yourself explaining your interest in the position

A copy of your resume

At least two references

A recent recording of a service or recital (either a weblink or digital file will be accepted)

The deadline for applications is 11:59 pm on August 20, 2026.

Complete applications will be reviewed by the committee and individuals will be contacted by The Rev. Kimberly Reinholz, Rector of CHS, to arrange interviews and auditions for candidates with whom the committee would like to meet.

Overview of Responsibilities:

Church Services: 3-4 hours per week

- *8 am Service*: No choir, prelude, accompany and support congregational singing and service music, and two or three hymns, postlude
- *10 am Service*: Choir during the program year (September - May), prelude, accompany and support congregational singing and service music, lead choir in anthem or other selection for Offertory, provide instrumental music when appropriate and necessary during liturgy, postlude
- *Holy Day Services*: Provide accompaniment and support for congregational singing, lead choir or small groups as scheduled, coordinate with other musicians, and direct musical elements of the liturgy. Services scheduled as of August 2026: two on Christmas Eve (December 24, 2026), four during Holy Week (March 21- March 28, 2027), one on December 21, 2026 (The Service of Solace Ecumenical Event), and one weeknight service for the installation of The Rev. Kimberly Reinholz as Rector (date to be determined) -- for a total of eight.

Rehearsals/ Conducting Choir/ Organizing Musicians: 2- 3 hours per week

- Meet regularly with volunteer choir consisting of 10-12 members (schedule to be determined)
- Prepare for rehearsal, making sure music is in order and accessible, and tools are on hand
- Inspire and help choir to lead congregational singing
- Teach and conduct choir anthems
- Encourage non-choir musicians in the congregation to participate in worship
- Select soloists and practice with them as needed
- Conduct rehearsals for soloists and small groups as necessary
- Maintain roster of choir members (including contact information and attendance)
- Oversee professional singers when/if they are hired
- Provide information about the scriptural, theological, and other aspects of music in liturgy
- Include times of prayer and reflection as part of rehearsal

Instrumental Skill Development/ Practice Time: 2- 3 hours per week

- Maintain skills by regular practice and lessons
- Learn and practice organ preludes and postludes

- Learn and adapt accompaniments according to choir and congregation needs
- Supervise the maintenance of the organ, pianos, and all other musical instruments
- Adjust settings of instruments when necessary, between tunings
- Guide the process of purchasing future instruments
- Choose and purchase music for organ and piano as needed
- Explore new hymn settings, service music, and composers to introduce into worship

Education and Outreach: 2 - 3 hours per week

- Train/lead the congregation at large on music and liturgy
- Participate in the worship committee meetings
- Connect with local community choirs, musician groups, and churches and seek ways to collaborate with them
- Respond to correspondence (email, phone calls, etc.) in a timely and professional manner

Administration 1 - 2 hours per week

- Attend staff meetings
- Collaborate with clergy, worship committee, musicians, choir members, staff, and vestry
- Develop innovative programming opportunities
- Coordinate schedules with bell choir, children's formation, and other ministries
- Plan preludes and postludes seasonally
- Communicate necessary information about the music program to the administrative assistant and web administrators
- Plan music offerings based upon choir skill and availability of singers
- Publish and share plans to allow individuals to practice at home
- Maintain list of substitutes, musicians, and professionals who may be hired for special services

Additional details:

- The Minister of Music Reports to: the rector and senior warden
- Status: Part-time Salary Position (10-15 hours per week)
- Term: Beginning (est.) September 1, 2026, for one year
- Salary Range: \$30,000 and \$40,000 per year, to be negotiated based upon experience and agreed-upon responsibilities
- Benefits: No insurance benefits are offered with the position; however, an individual can contribute to the Church Pension Program if they desire.
- Vacation: Three Sundays and two weeks of paid vacation
- Minister of Music will be paid electronically on the last day of the month.