

Episcopal Church of the Atonement
36 Court Street
Westfield, MA 01085

At The Episcopal Church of the Atonement, we are a worshipping community *“drawn in by grace and reaching out in love”*. We are an open and affirming congregation of about 325 people who live in and around Westfield, Massachusetts. Our worship is rooted in and draws inspiration and creativity from the rich liturgical and musical tradition of The Episcopal Church. Weekly ECOTA worship services take place on Sunday mornings at 8:00 (organ and hymns) and 10:00 (with choir) during the program year. A Family Eucharist meets twice monthly at 4:00 (2nd and 4th Sun., with acapella or volunteer accompaniment). Summer services are at 8:00 (no music) & 10:00 (organ, occasional bells and choral offerings).

Director of Music Ministry

The Director of Music Ministry (DMM) will serve The Episcopal Church of the Atonement (ECOTA) in developing, coordinating, and overseeing the year-round music ministry. The DMM will plan and implement, in conjunction with the Rector, a variety of musical offerings to enrich and complement the liturgy. The DMM will conduct the adult choir and bell choir, serve as the organist, and work toward engaging families and children in the musical life of the church. Additionally, we would strongly desire for the DMM to continue with the ECOTA Choral Scholar Program which supports the development of 2-3 Choral Scholars from Westfield State University in the Fall and Spring semesters.

Part-Time - approx. 10-12 hours/week

Salary - \$12,000-\$18,000, commensurate with experience. Annual allowance for professional development.

Qualities, Responsibilities and Duties

Musical:

1. Possess an inviting, non-anxious, and open presence.
2. Show openness to various styles of church music, from traditional to contemporary.
3. Possess proficiency in piano and organ.
ECOTA Instruments:
 - Ahlborn Galanti two manual w/MIDI
 - Grand Piano
 - Handbells – 3 octaves, 2 octaves hand chimes
4. Accompany all hymns, anthems, and liturgical music, including prelude and postlude.
5. Recruit, teach, rehearse, and direct the Adult Choir.
6. Select choral and service music appropriate to the Revised Common Lectionary scripture readings and church season.

7. Choose and direct seasonal special music – e.g., Advent/Christmas, Holy Week. Work with Rector and others on special occasions/events where music is central (pageant).
8. Recruit, teach, rehearse, and direct the Handbell Choir.
9. Coordinate & collaborate with other instrumentalists/accompanists to enhance worship experience.
10. Display creativity and playfulness in engaging with the congregation, especially seeking opportunities to include families and children in music programming.
11. Be open to combining with other local choirs for special worship services.
12. Play for special occasions (e.g. weddings and funerals). Director of Music Ministry has first right-of-refusal for weddings and funerals held at ECOTA.
13. Coordinate Westfield State Choral Scholar program. (Details to follow during interview process)

Administrative:

1. Meet regularly with Rector to coordinate music and worship.
2. Maintain instruments.
3. Maintain and update music library as needed, recruiting volunteers to assist as needed.
4. Ensure copyright laws are followed and reported and attributed with CCLI and One License as it applies to live-streaming, video recording for worship and other occasions.
5. Maintain Safe-Church (sexual-misconduct prevention) practices. Mandatory bi-annual certification.
6. Engage in continuing education opportunities: meetings, conferences and conventions as deemed appropriate.
7. Oversee music budget and coordinate budgetary planning with the Rector/Vestry.
8. Arrange for substitute musicians to cover times of absence.
9. Develop communications and coordinate publicity materials.
10. Collaborate with live stream to establish proper balance levels of all sound sources to ensure effective musical leadership in worship in person and online.
11. Report, in all respects, directly and solely to the Rector and consult with the Rector as appropriate in all matters involving worship and the music program.

Resumes and replies to:

Rev. Sandi Albom

Interim Rector, Episcopal Church of the Atonement, Westfield, MA

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