

Job Description
Organist & Choir Director
St. Matthew's Church, Jamestown, RI

Position Title: Organist & Choir Director, St. Matthew's Church, Jamestown, RI

Prepared by: The Rev'd Christa Moore-Levesque & Committee

Date: March 2021

Principal focus

The Organist & Choir Director will work closely with the Rector, choir, and other parish musicians to plan and execute music including hymnody, anthems, and instrumental music for Sunday worship and other major feasts throughout the calendar year. She/he will focus on: planning musical offerings with the Rector each week; leading congregational singing with organ and if desired, occasional piano accompaniment; rehearsing and directing the choir each week in the singing of hymns, service music, and anthems; recruiting and working with other musicians in and outside the parish for occasional special musical offerings; being available for musical offerings in the context of pastoral liturgies (funerals & weddings); maintaining and tastefully expanding the parish's music library; and working with the parish staff for all administrative duties that relate to the parish's music program.

Regular duties

Sunday duties:

- organ accompaniment for congregation singing as well as choral anthems and service music.
- direct the choir in their singing of anthems.
- provide, in consultation with the Rector, liturgical direction and training for members of the choir.

Choir duties:

- rehearsing the choir weekly for in the singing of hymns and service music.
- planning and rehearsing the choir for 1-2 anthems each week.
- recruiting new choir members.
- coaching members of the choir in their pursuit of excellence.

Administrative duties:

- work with the Rector to select hymnody, service music, and anthems for each Sunday and major feast.
- work with the Parish Administrator on musical schedules and calendars and details for the weekly bulletins.
- maintain, organize, and tastefully expand the parish music library.
- oversee the maintenance of St. Matthew's organ. The piano tuning is provided by the Jamestown Community Piano Concert Series.

Organ Description:

Bravura by Allen Organ Company

Model: L-229eDK

39 stops / Two-manuals

GeniSys Voices

Six Complete Stop Lists including: Classic Allen, English (Willis), Cavaille-Coll, Schlicker, Arp Schintger, Aeolian-Skinner

Skills and requirements

- a love of the Lord and a commitment to Christian ministry
- a positive and cooperative attitude, eagerness to serve, and desire to learn.
- trustworthiness, intuition, discretion, and the ability to keep confidences strictly.
- excellent time management skills.
- a delight in bringing out the best in others and working on a team.
- a high level of competence at the organ.
- strong competence in directing choirs, coaching singers, and a strong familiarity with the Anglican sacred choral tradition.
- strong communication and interpersonal skills, especially when working with a diverse group of people with varying degrees of musical skill and knowledge.
- knowledge of and/or a willingness to learn the liturgical, musical, theological, and ecclesial “terms of art” associated with The Episcopal Church relevant to the position.
- basic office administration and organizational skills.

Pay commensurate with experience and skill set, \$17,000 - \$20,000 for 1/4 time appointment (on average 10 hours/week). The position includes 3 weeks vacation time, including 3 Sundays.

To Apply

Please send a resume, cover letter, and any links to online recordings to St. Matthew’s Parish Administrator Dale Caswell- st.matt@necoxmail.com by June 1, 2021. The search committee will review the materials, and interviews will likely begin in July 2021 with an anticipated start date in Fall 2021.