



## CHRIST CHURCH RIDGEWOOD

### Position Description

Position Title: Minister for Music  
Position Type: Part Time (15-20hrs)  
Department: Music  
Reports To: Rector

**Position Objective:** The Minister of Music is a disciple of Jesus Christ called to nurture and lead a music ministry in need of strengthening and encouragement in a growing suburban congregation of New York City metro area. Together with volunteer and professional musicians, the Minister of Music will provide (and oversee) music that is liturgically fitting, spiritually engaging, and reflective of the congregation's rich diversity at all worship services that include music. The Minister is responsible for incorporating and introducing a variety of Christian musical expressions from around the world. Also, the Minister is responsible for, along with assistance from the clergy and congregation, building the choral program and encouraging the participation of the parish in its' musical life.

#### Dimension/Scope:

##### Supervision

- Leads all aspects of the Music Department
- Supervises the department's professional staff and all musicians, both professional and volunteer

##### Budget

- Accountable for the Music annual budget

#### Major Responsibilities:

1. Develop and implement an integrated, comprehensive and varied music program. The program will include a Director of Music and the Arts for Children and Youth, and currently includes \$10,000 for paid section leaders.
2. Provide opportunities for children, youth, and adults of the congregation to participate in the musical life of the parish.
3. Recruit and train potential volunteer and professional members of the choir and additional vocalists and instrumentalists for solos and ensembles to supplement the choir.
4. In collaboration with the Rector, select music that is consistent with and that will enhance the liturgical seasons.

5. Schedule and provide for rehearsals for the proper preparation of all music.
6. In collaboration with the office staff, inform the congregation and community of all activities of the music program including: submission of worship music by Tuesday-morning prior to Sunday; notices and advertising of all concerts and music events; opportunities to join in the musical life of the parish; and other communication to the parish and community, as necessary.
7. Participate in weekly staff meetings, as able.
8. Participate in the Worship Team (commission)
9. Serve as a resource to clergy, musicians and the congregation in planning weddings, funerals and memorial services.
10. Plan and manage the music budget; administer payroll time sheets for paid music staff and contracted music staff in a timely manner.
11. Administer and oversee the maintenance of the music library and musical instruments.
12. In consultation with the Rector, determine schedule of office hours.

**Professional Qualities Desired:**

- Degree in music with an emphasis on sacred and choral music, or equivalent experience.
- Ability to administer a parish music program.
- A proven track record in growing a parish music program, with an emphasis on congregational singing.
- Clear understanding of the Christian faith as expressed in the Episcopal/Anglican tradition.
- Experience in managing music staff and volunteers.
- A willingness to engage and encourage the musical talents of all parishioners to be used in worship.

**Personal Qualities Desired:**

- A committed Christian that expresses itself in his/her music.
- A warm personality; ability to laugh and express joy and wonder.
- A team player that is committed to nurturing the professional and spiritual growth of all participants in the music ministry.
- Willing and able to envision, develop and implement new possibilities for the church music program and in the wider community.

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