



DIRECTOR OF MUSIC/ORGANIST

Episcopal Church of the Good Shepherd in Kansas City is excited to welcome a new part-time (15-20 hours/week) Director of Music/Organist. We are a thriving congregation that understands the importance of music as an integral part of our liturgy and worship. At Good Shepherd, by further developing and growing our music ministries while holding true to our Episcopal traditions, we seek to support stronger connections within the church and more involvement with the broader community through spreading the joy of music in worship, education, and outreach.

The Director of Music/Organist will enthusiastically lead the music program at Good Shepherd including direction of choirs, providing organ music for worship services at Good Shepherd, creation, and curation of a concert series, and associated administrative responsibilities. The Director of Music/Organist will demonstrate leadership, organization, tactful communication, and work collectively and harmoniously with the Rector and various church teams. The Director of Music/Organist reports to the Rector.

Responsibilities:

Musical Responsibilities (Choral Direction, Rehearsing, and Service Playing)

- Provide organ and/or piano music for all regularly scheduled and special worship services.
- Rehearse, train, conduct, and accompany the Good Shepherd Adult Choir.
- Develop additional choirs and other music ensembles as needed.
- Select appropriate music for each service and submit 30 days in advance for Rector's approval.
- Ensure music selections adhere to broadcast licensing for livestreaming, as needed.
- Provide organ, piano, and/or choral music for additional services as deemed appropriate by the Rector, including but not limited to weddings and funerals. Weddings and funerals are contracted separately. The Director of Music/Organist will have first-right of refusal for all weddings and funerals.
- Contract and rehearse with additional musicians as needed or appropriate, both instrumental and vocal.

Communication and Personnel

- Meet regularly with the Rector to discuss music program. Also meet with other staff and volunteers as needed about music related items.
- Collaborate with the Rector and Worship Committee with regards to general planning and leadership of the church's music and liturgical programs. Participate as a member of the Worship Committee and attend scheduled meetings.
- Supervise additional paid and/or volunteer music staff.
- Consult with families regarding wedding and funeral liturgies, specifically with respect to music selections.
- Secure substitute musicians when not available to lead worship and coordinate with Rector and Finance Manager for any stipends to be supplied.
- Provide content for monthly newsletter, church website, and other communications relevant to the music department.

Administration, Publication, and Planning

- Plan all hymns, choral repertoire, service music, and organ repertoire in accordance with the liturgical year.
- Submit a music ministry budget annually to the Vestry.
- Oversee and adhere to the approved music ministry budget.
- Within budget, purchase all necessary music supplies, including music for music library.
- Prepare and submit contracts and payment requests for vocalists and instrumentalists in timely manner.
- Prepare written rehearsal and liturgical schedules for all ensembles.

- Collaborate with the Rector about music ministry needs, enhancements, and opportunities, including but not limited to the condition and maintenance needs for the church's organ, pianos, and any other church-owned musical instruments.
- Promote the Glen & Barbara Hale Music Fund.

Preparatory Work

- Diligently study and prepare all scores for choral rehearsals, both the Adult and Children's Choirs.
- Prepare scores and parts for big performances of the year (Lessons and Carols, Christmas Eve, Lenten Cantata, Holy Week, other special concerts as they come up).
- At the organ, prepare all hymns, service music, and organ accompaniments.
- Help all those involved in the music program to embrace preparation as a key to the successful execution of music for worship and model a commitment to planning and preparation.

Development and Recruiting

- Recruit new choir members for all choirs.
- The Director of Music/Organist may provide vocal or instrumental lessons for a separate fee for those who are interested, so long as these private lessons do not interfere with other responsibilities.
- The Director of Music/Organist may seek adjunct teaching opportunities at the local colleges, so long as the teaching schedule does not interfere with your other responsibilities. This will be seen as a recruiting opportunity where you are encouraged to invite students to become a part of the Good Shepherd Music Program.
- Develop, curate, and administer Good Shepherd Concert Series (currently Pipes at Noon summer organ recital series) as an outreach program to share the gift of music with the community.

Maintenance and Resources

- Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish, including a pipe organ (II Manuals, 18 Ranks Including Zimbelstern), Yamaha Baby Grand piano, additional pianos located at the church, and various other instruments throughout the church.
- Supervise the organization and inventory of the music library and recruit volunteers to serve as music librarians.
- Provide hard and/or electronic copies of materials for all choir and ensemble members.
- Take responsibility for copyright laws and licensure. This includes keeping our One License up to date.

Qualifications:

- Minimum of a Bachelor's degree in choral music, church music, or organ performance. Master's degree preferred.
- Proficiency in organ and piano playing, including sight-reading, knowledge of registrations, and the ability to improvise or provide appropriate incidental music.
- At least 5 years of experience in a similar role, or a post-secondary degree in music.
- Appreciation for a broad spectrum of musical styles.
- Familiarity with Episcopal Church liturgy is strongly preferred.
- Adept at employing music in support of and complementary to the worship service.
- Ability to act as a church and worship leader, and recognition of the role as a vital component of the church's larger ministry and mission.

Salary and Benefits:

- \$24-26K based on experience.
- Flexible schedule outside of worship services, rehearsals, and scheduled meetings

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public and

online behavior must reflect Christian values. This position does not require that the employee be an Episcopalian. It is expected that all employees respect Episcopalian doctrine and religious practices. Reasonable accommodation for the religious practice of employees who are not members of the Episcopal Church will similarly be provided.

To apply please include résumé, a cover letter detailing your experience, and two to three audio or video links that represent your work. For all inquiries or to apply, please send to:

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DIRECTOR OF MUSIC/ORGANIST
Employment Agreement

This job description describes the essential functions and basic skills and knowledge required for an employee to successfully perform the position, and the employee hereby certifies that they are capable of performing the essential functions listed here, with or without accommodation. The Episcopal Church of the Good Shepherd (“the Church”) reserves the right to modify this job description at any time. The employee understands and acknowledges that all employees of the Church are employed on an at-will basis, meaning that either the employee or the Church may terminate the work relationship at any time, for any reason, and without notice. The employee further understands and acknowledges that this job description does not constitute an employment contract, nor does it guarantee the employee any future employment with the Church.

EMPLOYEE SIGNATURE

DATE

RECTOR OR OTHER CHURCH REPRESENTATIVE SIGNATURE

DATE