

Trinity Episcopal Church, Southport, CT

Music Director (Three-Quarter Time)

This position is the central lay figure in the Music program at Trinity Church. The Music Director represents Trinity Church to parishioners and to the outside world. Trinity's music, through its creative and innovative program, will reflect the goals and objectives of the Rector's vision of ministry as well as the theology and ecclesiology of the historic Protestant Episcopal Church.

I. Musical Duties

1. For Sunday services, feast days and other special choral liturgies:
 - (1) Play the organ and conduct choirs.
 - (2) In conjunction with the Rector, choose hymns, psalms, service music and anthems.
 - (3) Choose organ voluntaries.
2. Plan music and play the organ for weddings and funerals.
3. Coach the clerical staff to prepare for chanting in services.
4. Lead Trinity Schola rehearsals. [At present before and after the principal services, and at other times as required.]
5. Lead rehearsals of the Senior Choristers. [At present before and after the principal services, on Monday and Wednesday afternoons, and at other times as required.]
6. Lead rehearsals of the Middle Choristers. [At present on Wednesday afternoons.]
7. Lead rehearsals of the Junior Choristers. [At present on Tuesday afternoons.]
8. Lead rehearsals of the Cherub Choir. [At present on Tuesday afternoons.]
9. Conduct the Trinity Chorale (with Trinity Schola and Senior Choristers) in two concerts with orchestra. [At present with rehearsals on Wednesday evenings.]
10. Organize, play and/or arrange for recitals throughout the season, as funded by Friends of Music. [At present, includes Southport Summer Music Festival in June and occasional recitals at other times.]
11. Plan, direct and play for special events such as the Christmas Pageant, Boar's Head, the Chorister Show, etc.
12. Work with Director of Trinity Parish Nursery School to implement children's music programs to complement their spiritual development.

II. Personnel Management

1. **Adult Choir:** VOLUNTEERS - encourage and recruit qualified singers to join. PAID SECTION LEADERS - fill vacancies when they occur with professionals. Assign hymnals, music folders, vestments, lockers and compute monthly salaries. Rehearse the choir. [At present on Sundays 9:00-9:45 and after the 10:00 service (roughly 11:30-12:30).]
2. **Senior Choristers:** Recruit appropriate age parish children through mailing. Rehearse and organize them as mentioned above. Administer simple pay system as

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incentive. Revitalize and organize a system of choir parents to assist with rehearsals, cleaning and maintenance of vestments and organize social activities.

3. **Middle, Junior and Cherub Choristers:** Recruit younger children for these choirs, which perform once a month on Sundays and an annual Chorister Show in the spring. Each rehearses once a week. Create a similar system as above for choir parents to assist where needed.

4. **Trinity Chorale:** Assemble current members and encourage others to join. Choose works to be performed and engage an accompanist. Plan two concerts a year. Engage orchestra (currently The Knights), engage soloists, order vocal scores, arrange for rental of orchestra parts, and create flyer and program.

5. **Special Programs:** Trinity has had a Christmas Pageant for many years. On occasion, a Boar's Head Festival is produced instead, in early January. We have performed Britten's Noye's Fludde and have the set pieces and costumes to do it again. These productions require that our Music Director be flexible, inventive and willing to work with the will of the people of the parish. These events are massive in scope and yet we seem to like doing them and all enjoy them.

6. **Assistant Organist:** There has at times been an Assistant Organist on staff, who plays at the 8:00 Service and is the accompanist for the 10:00 service. The assistant has also helped with music librarian duties and has sung in the choir when requested. *The fund raising and recruitment for this position are the responsibility of the Music Director.* Assistant Organists have generally been students at Yale University's Institute of Sacred Music in New Haven.

III. Property Management

1. Arrange for maintenance and tuning of musical instruments (carillon, pianos (3), and organs).
2. Arrange for maintenance and cleaning of choir vestments.
3. Maintain neat and attractive Choir Loft and Music Library.
4. Acquire Vestments as needed
5. Oversee music library: Continue to organize old and acquire new music.

IV. Other Duties

1. **Weekly Routine:**
 - a. Attend staff meetings. [At present on Tuesdays]
 - b. Meet with Rector, office staff, parishioners and others for supervision and coordination.
 - c. Submit musical portions of service leaflet for each service. [At present by Monday]

2. Monthly Routine:

Prepare music payroll for adult soloists, assistant organist and choristers.

3. Annual Routine:

- a. In August, send letters to constituents of the four choirs and potential pageant participants.
- b. Prepare booklet for public distribution with September-June Music at Trinity Program, with services, concerts, recitals, hymns, etc.
- c. The week after Labor Day, choir routine starts (ends on Trinity Sunday in June or as decided by the Rector).
- d. Send fund-raising letter to Friends of Music.
- e. Arrange fall choral concert, usually in November.
- f. Thanksgiving Day joint service with St. Paul's, St. Timothy's Churches, Fairfield.
- g. Prepare Pageant (or Boar's Head).
- h. Prepare Music Budget during October; prepare report for Annual Meeting in January/February.
- i. Ash Wednesday, evening service sung by Schola and Choristers.
- j. Summer Music Festival
- k. Holy Week liturgies
- l. Easter: when appropriate, engage instrumentalists for principal service.
- m. Music Sunday in May or June (choir recognition and celebration).
- n. Collaborate with the Fairfield County Chorale in planning Summer Sings.
- o. Annual Whiting Ceremony (Admission of New Choristers) in the fall.
- p. Oversee Friends of Music, including fundraising, meetings with Music Guild, publicity, and programming.

V. Personal Musical Preparation:

1. Organ practice.
2. Study of scores, books and periodicals.
3. Attendance at professional meetings and conventions.
4. Innovate and Create.

VI. Miscellaneous:

1. Write articles for the Trinity Church newsletter *The Spire*.
2. Change carillon hymn repertoire according to the season.
3. Prepare publicity releases and advertising for concerts, recitals and performances as needed.
4. Create a musical program that promotes spiritual and numerical growth of parish.

5. Trinity Episcopal Church in Southport, CT is an at will employer.
 - The Sick Leave, Leave without Pay and Vacation benefits will be due to Music Director according to the terms and conditions specified in the Trinity Church Employee Handbook.
 - Vacation: four (4) weeks, taken sometime in July or August with approval of the Rector.
 - Full medical benefits are provided to the Music Director at Trinity's expense.

Note: *In accordance with diocesan requirements, all applicants must undergo a criminal background check.*