



ST CHRISTOPHER'S BY THE SEA

11 July 2022
Benedict of Nursia
Abbot of Monte Cassino, c. 540

Director of Music and Communications

Saint Christopher's By-the-Sea Episcopal Church is seeking a new Director of Music and Communications for a position that is open and immediately available. The position is two-fold to provide the successful candidate with approximately ten (10) hours of work per week, with between half and three-quarters of the time spent on the Music portion of the position and one-quarter to half of the time working on the Communications of the Parish via newsletters, Facebook posts, and the weekly Sunday Bulletin.

Saint Christopher's Parish is a small parish, with an average Sunday attendance currently of 25 people each week. However, it is a growing parish and is averaging more people in attendance than prior to our closure during the 2020 Covid-19 pandemic. In 2022, Saint Christopher's is celebrating the 65th anniversary since her founding. The parish is eager to continue growing and desires for the music of the parish to be part of that growth.

The successful candidate will need to demonstrate an ability to lead the congregation in hymns and other congregational songs, layout a plan for beginning a parish choir or ensemble that can lead music and encourage the congregation to sing, as well as sing the various service music (both ordinary portions of the liturgy and anthems or other musical selections). The successful candidate will also be rebuilding the program and must display a vision for the parish music program that is designed with the consultation of the Priest-in-Charge.

For the communications portion of the position, the candidate will need to show an understanding of basic publishing skills, and also be willing to learn on-line platforms for designing advertisements, like Canva. The person must understand how Facebook operates within their advertising platforms and develop a schedule for posting services, announcements of events, and seasonal notices. Along with this, the weekly publication of the Service Leaflet, and all service orders for all special events will be part of this position.

The position's pay will be commiserate with experience and ability. In addition to Sunday Liturgies, the Director of Music will also need to coordinate music for Holy Days (Ascension Day, All Saints' Day, etc.), and events (Independence Day, Shrove Tuesday), and during Holy Week liturgies. The Director of Music will receive four weeks of vacation time, as well as at least two weeks that must be taken for continuing education in the field of Sacred Music or Communications.

Director of Music

Essential

Preferred

Leading Congregational Song

Strong piano or organ skills, Ability to play Hymns, modern “worship” songs, and the Service Music of the Episcopal Church.

Several years experience leading services from a keyboard instrument as the Director or Song Leader.

Understanding of a Liturgical Service or Mass

Willingness to learn the different portions of the Liturgy and the significance of those portions.

Plan hymns and other music appropriate for the Liturgies, Liturgical Season or Special Services during the year.

Past experience in a parish context that used a fixed Liturgy (Mass or Holy Eucharist) and Liturgical Calendar, working with a Lectionary and the Liturgical Seasons.

Piano or Organ Skills

Be able to play solo pieces on a piano or an organ during moments in the Liturgy when music is appropriate, including before and after the service.

Skilled at improvisation or ability to improvise to fill portions of the service that need music to help cover transitions.

Building a Choral Program

Experience leading and rehearsing singers for choral singing.

A history of recruiting people to join and build a choral program in a Parish setting.

Spiritual Life

The Director of Music is someone who is not hostile to the Christian Gospel, nor is someone who actively works against the Church when away from duties in the Parish.

A practicing Christian who understands the role that community worship and liturgy play in the shaping of a Sacramental life.

Relationship to the Parish

The Director of Music is an essential member of staff and a vital member of the Parish Community. The Director will work directly with the Priest-in-Charge on the planning of all liturgies and events in the Parish Life.

Ability to make staff meetings and attend various organizational meetings usually on Wednesday or Sundays. Most Holidays will be working days, and time off will be granted after major seasons.

Self-motivation	Much of the work will be done without direct supervision, so the Director must possess the ability to work alone and keep to the schedule for upcoming events and service.	The flexible work hours will require communication with the Priest-in-Charge via e-mail, text, or direct telephone call, as the priest is usually in the office only one or two days a week.
<u>Communication</u>		
Publishing Skills	Ability to use Microsoft Office or other programs for the publication materials needed for the Parish.	Knowledge of “Publisher” or other graphic program for the production of booklets and service leaflets
	An eye to details and proofreading all documents that the Parish produces	Commanding use of the English Language, and ability to correct and edit all documents the parish prints and distributes.
Facebook and Social Media	Understand how to post requested information on Facebook and other social media platforms (the Parish only uses Facebook at this time).	Ability to synthesize the desired presence on Social Media and work within the Budgetary restraints for advertising
	Maintain the image that Saint Christopher’s is wishing to project out into the community on Social Media and improve on the current efforts and offerings	Knowledge of various internet sources that can assist and aid the parish in uploading attractive and inviting social media and website content
Maintain and Parish Website	Improve and keep up-to-date the Parish Website, along with parish news and upload the weekly podcast onto the website.	Experience maintaining a website and skills to redress it as needed.

This position is designed to be flexible and to also grow with time. It is the long-term desire of the parish to eventually break this position into two positions as the Parish and the Music program grows. This is not a full-time position, and may not be for quite a while. Currently, this position of Director of Music and Communications will require 10 hours of work, with approximately 5-6 hours devoted to the music portion of the job and 4-5 hours dedicated to the communications of the parish.

Upon receipt of the application, the Priest-in-Charge, The Rev'd John Blackburn, will contact the person to schedule an appointment to discuss further particulars and answer any questions that may arise.

As this position is in the process of being formed, a good deal of flexibility by both the parish and the Director of Music and Communications is expected.

The Successful Applicant may expect to play for approximately 60 services a year, as well as all funerals and weddings as able. There will be approximately 150-200 documents for publication that will be prepared in the course of a calendar year.

Any interested persons may contact Father Blackburn at his e-mail, which is found below.

This position will remain open until it is filled.

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Christopher's Parish. We are an equal opportunity employer and do not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.

Please submit a cover letter, a Résumé or CV, and any other materials that may be relevant to Father Blackburn via his e-mail address at: johnblackburn@gmail.com (kindly note the letter "l" between his first and last names, or post it in the mail to:

Saint Christopher's By-the-Sea Episcopal Church
Attn: Father Blackburn
P. O. Box 386
Portland, TX 78374