

St. Paul's Episcopal Church

309 S. Jackson Rd.

Jackson, MI 49201

517-787-3370

www.stpauljxmi.org

Position Open: Choir Director

St. Paul's Episcopal Church is a mid-size, vibrant parish located in Jackson, MI. The congregation values worship that is rooted in the Episcopal liturgy, and we see music as an integral part of the worship experience. We are seeking a Choir Director to lead our choir and possibly (depending on the desire of the candidate) bell choir.

Our choir typically rehearses on Wednesday evenings and sings on Sundays during the 10:30 a.m. worship service as well as various services during holidays (Christmas, Holy Week, etc.). The choir has been on hiatus due to COVID-19 but is eager to return to singing regularly again. St. Paul's has lost a few choir members over the last three years so the director will rebuild the choir. Our hope is that the director will help in identifying and hiring scholarship student singers to be the SATB anchors for the choir.

Duties and Responsibilities:

1. The Choir Director reports to the rector and works in collaboration with the organist, and if necessary, other church leadership when selecting music for the liturgical season. Planning at least one liturgical season ahead and scheduling the appropriate choir rehearsals will ensure a properly prepared choral and music program.
2. Schedule rehearsals for all worship services where the choir is involved. Historically, rehearsals were held weekly from September thru May, typically on a Wednesday evening.
3. Schedule additional rehearsals as necessary to prepare the choir for special services throughout the church year such as Lessons & Carols, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter Day, and any other special occasion as determined by the rector.
4. Actively recruit new members to sing in the adult choir and provide a welcoming atmosphere.
5. Assist lay leaders with bell choir (possibly),
6. Maintain and organize choir library, folders, robes and rehearsal spaces.
7. Average hours of ministry will be anywhere from 8 – 10 hours a week based on a 10-month schedule from mid-August to mid-June.

Skills and Qualifications:

1. Knowledge of basic music theory, including simple transpositions or harmonizing a melody.
2. Familiarity with and willingness to learn the liturgy of the Episcopal Church, including the selection of appropriate music. Willingness to explore various styles of music to direct during selected times of our worship service. We draw our music from a variety of sources, including Episcopal hymnals and outside sources.
3. Ability to collaborate with organist and other instrumentalists to prepare music for worship services keeping in mind the central role a choir plays leading worship in our liturgical tradition.
4. Ability to work patiently with choir members of different skill levels, including those with minimal music experience.
5. Have the capacity to have fun and bring joy and passion to this ministry.
6. Be a team player with a willingness to share ideas and learn from others while expanding and growing the choral ministry at St. Paul's.
7. We desire an openness to expand ministry into work with children and youth as well as the bell choir.
8. Obtain and maintain current certification for Safe Church training from the Diocese of Michigan.

Annual salary is set at \$8,000 to \$12,000 based upon experience and education and will be eligible for COLA raises as they are given to staff.

Interested persons should email their resume and cover letter to the Rev. Sarah Hurlbert at pastorsarah@stpauljxmi.org