

Fall 2022

EPISCOPAL CHURCH EMPLOYMENT OPPORTUNITY

PART-TIME ORGANIST/CHOIRMASTER POSITION AVAILABLE, ST. STEPHEN'S EPISCOPAL CHURCH

Organization: St. Stephen's Episcopal Church

Address: 115 N. East Street Culpeper, VA 22701

Congregation: Membership 254, Average Sunday Attendance 114.

Website: ststephensculpeper.net

Contact Name: Janet Adams, Organist/Choirmaster Search Committee at:

OCSearch@ststephensculpeper.net.

Position Information: Organist/Choirmaster (Part-time, 16-18 hours a week)

Position Description

St. Stephen's Episcopal Church, in the Episcopal Diocese of Virginia, is seeking a part-time Organist/Choirmaster to lead our liturgical music program. This includes playing Sunday and special services and directing the Chancel (Adult) Choir.

Organ Description:

A baroque-style 1960's Casavant pipe organ (two manuals, and 17 ranks). In 1995 five more ranks, a new 32 note pedal board, and a new conventional piston system were added.

Other Instruments on site:

25 year-old Yamaha Concert Grand Piano (refurbished 2019), Yamaha upright piano, handbells, 2 octaves; full-size electric keyboard.

Professional Requirements:

Experience in a liturgical church. Knowledge of traditional and contemporary church music. Proficiency in organ performance, leading congregational singing with organ, and directing choirs.

Duties shall include:

Provide choral and organ music for Sunday worship service at 10:30 AM, and any special services (Holy Week, Christmas Eve, etc.)

Plan and direct Chancel (adult) Choir rehearsals midweek (September-June) and on Sundays.

Assist in the selection of music (hymns, service music, etc.) for all church services and related activities in coordination with the Rector.

Schedule special music (soloists, instrumentalists, ensembles, etc.) for Sunday worship and other times of the year as appropriate and feasible.

Accompany Praise Choir (children's) or Family and Praise Choir (multi-generational) anthems during

occasional services.

Attend worship planning meetings as required by the Rector.

Provide appropriate offertory anthems during summer services, using organ, soloists or small ensembles from the choir or congregation.

Maintain the music library, as well as maintain compliance with copyright laws, keep licenses and memberships up to date.

Oversee the maintenance and tuning of the organ and pianos.

Secure a substitute organist/choirmaster during absences.

Play for weddings and funerals or arrange for a substitute. Will have first right of refusal.

Assist in the church budget process by submitting a music budget (providing any needed information on projected levels of music related expenses; instrument maintenance, music purchases, folders, robes, etc.)

Willingness to be open to the possibility of musical outreach and special musical projects as appointed by the rector.

Willingness to use Microsoft Suite products.

Willingness to use or develop skills needed for audio/visual technology and social media.

Background check and Episcopal Diocese of Virginia Prevention of Sexual Misconduct Training required or to be conducted.

Compensation In Formation:

Annual Stipend: \$20,000 - \$25,000

For Inquiries Contact:

Please contact Janet Adams, Organist/Choirmaster Search Committee at:
OCSearch@ststephensculpeper.net.

To Apply:

Please email a cover letter, resume with references, and electronic recordings, to Janet Adams, Organist/Choirmaster Search Committee at: OCSearch@ststephensculpeper.net.