

Emmanuel Episcopal Church is seeking two music ministers to fulfill the roles of Music/Choir Director and Organist. Based on the qualifications of interested candidates, the positions may be combined, or separated. Candidates should be a faithful Christian with appropriate training and experience. A degree in music is preferred. Candidates will understand the value of music in enriching and enhancing our Sunday worship and will focus on the well-being of the music ministry. Please e-mail your resume to Emmanuel Episcopal Church at Office@emmanuel-houston.org or mail it to 15015 Memorial Drive, Houston, TX 77079

Music and Choir Director – Roles and Responsibilities

- ☐ Responsible for providing quality music, both traditional and contemporary, for worship, under the supervision of the Rector.
- ☐ Directs and develops the primarily volunteer adult choir
 - Schedules, prepares and conducts regular rehearsals
 - Schedules space as needed
- ☐ Selects music (hymns, anthems, special music, service music, etc...) in both traditional sacred music and contemporary styles and coordinates with the Rector and other leaders to plan and prepare all worship services
 - Communicate plans to church editor
 - Communicate with any others involved in plans
- ☐ Work with and continue to develop the Emmanuel Bell Choir
- ☐ Collaborates with Christian Education leaders to develop a children's choir
- ☐ Hire and manage guest musicians and several regular paid singers
- ☐ Oversees the care of all musical instruments and equipment, maintain music library and choir vestments
- ☐ Maintains appropriate music licenses in coordination with Christian Education
- ☐ Provides supervision of staff instrumentalists. Serves as a member of the Emmanuel ministry team (staff meetings and liturgy planning meetings as available)
- ☐ Plan for and manage all music budgets (operating and endowment)
- ☐ Meets with Rector as needed

Organist – Roles and Responsibilities

- ☐ Maintain professional skills at the highest level through weekly practice, score study and professional education
- ☐ Play the organ for all worship services
 - Play the piano when needed and appropriate
 - Prepare all music planned by the Music Director (if separate position)
 - Plan for and prepare organ pieces for appropriate parts of worship services coordinating with the Music Director (if separate position) and liturgical information
 - Primarily: prelude, postlude, communion
 - Utilize multiple styles, genres and time periods throughout the year
 - Utilize the organ to its fullest possibilities throughout the year including all manuals, pedals, presets, original voicings, manual combinations, etc.
 - Practice with non-choir musicians as needed
- ☐ Accompany the choir in rehearsals and worship services
 - Prepare all pieces for rehearsals – accompaniment and all parts-playable in any combination
- ☐ Play for funerals and weddings (organist is paid separately for these)
- ☐ Accompany guest musicians as needed on organ or piano

