



**Position Description:**  
St. Mark's Episcopal Church, Gulfport, MS  
Organist & Choir Master.

**Date:** March 15th, 2022

**Position:** Organist & Choirmaster

**Position Status:** Part Time – Salaried Employee (Average of 20 hrs. per week.)

**Principal function:** The Organist & Choir Master serves as a principal liturgical assistant to the Rector, acts as the principal parish musician and provides leadership, management and coordination of the music program for St. Mark's Episcopal Church.

**The Musician shall:**

Serve as an educator and principal musician for this parish. The musician's pastoral concern for and counsel to all members of the choirs and the parish are to exemplify the religious spirit of this place. As an educator, the musician will teach liturgical music and explain liturgical concepts. The musician will be diligent in preparation and performance, and will cooperate with others to provide and enable the highest possible standard of worship in this parish.

Provide organ music and direct choirs for Sunday liturgies, seasonal services, and pastoral occasions (weddings, funerals, etc.) and shall select appropriate organ and choral music for each service with the advice and consent of the Rector.

Select and provide organ and choral music for the following additional services during the year: Christmas Eve (2) Services, Lessons and Carols, Maundy Thursday, Good Friday, Easter Vigil and Choral Evensong at All Saints.

Rehearse the Hand Bell Choir and Adult Choir on Monday Evenings, Sunday mornings, and at other times as needed. Incorporate teaching about hymns and the seasons of the Church year and basic music skills. Summer rehearsals may be held less frequently

Develop, direct, and support a vibrant music program for children and youth including: RSCM (Royal School of Church Music) curriculum for children and youth on Wednesday Evenings.

Communicate with Parish as needed, via newsletter, email and service bulletin, and teaching congregational music prior to the service as required.

Administer the music portion of the annual parish budget which shall be used to: purchase sheet music and music supplies, pay substitutes for scheduled leave, continuing education costs (\$500) and regular maintenance to the parish instruments. A budget proposal for the following budget year should be submitted each year by September 15th.

Arrange for coverage of services by a qualified substitute organist as needed when away from the parish, in consultation with the Rector.

Engage instrumentalists as needed, seeing that they are compensated by requesting checks from the Parish Secretary.

Maintain the music library in an orderly fashion:

(The Musician shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Employer to liability for penalties under existing or future copyright laws. In the event that photocopying of music becomes necessary for appropriate purposes, the Employee, on behalf of the Employer, shall first obtain all necessary permissions and authorizations prior to any such reproduction of copyrighted materials. The Employer hereby indemnifies the Employee from all liability in connection with the foregoing, provided the Employee complies with this paragraph.)

### **Salary and Terms:**

Salary and benefits commensurate with experience. Adjustments to this salary will be made by the vestry, in consultation with the musician and rector during the annual budget and stewardship process.

The Organist & Choir Master may receive additional compensation for weddings as set down in the parish wedding guidelines, and at will honorariums for other pastoral occasions.

The Organist & Choir Master reports directly to the Rector.

The musician may be extended health benefit coverage under a qualifying plan provided through the Episcopal Church Medical trust and the Diocese of Mississippi.

The musician may receive a contribution to a lay pension plan established with the Church Pension Group equivalent to 9% of their base salary.

The musician will receive two weeks paid vacation, and one week of Continuing Education leave to be scheduled with the consent of the Rector. These weeks will generally not be taken the weeks of or prior to major feasts or fasts of the church year.

### **Performance Review:**

The parties shall review this agreement annually to ensure that it accurately reflects the position, budget, and compensation for the Employee. This review shall include an evaluation of working relationships and job performance.