

**GRACE EPISCOPAL CHURCH, OSSINING**  
**DIRECTOR OF MUSIC AND ORGANIST**

Grace Episcopal Church seeks a collaborative, organized musician who loves choral music for a part-time position leading our music ministry and nurturing the talents, confidence and enthusiasm of the choir and congregation. Grace is a diverse faith community formed in 2021 by the merger of St. Paul's on-the-Hill and Trinity churches. We come to worship for spiritual nourishment and the warmth and joy of community, and then go out into the world to put our faith into action.

Musically, Grace embraces a wide variety of traditions, from Anglican chant and classical anthems to traditional hymns, Gospel and spirituals, and contemporary faith music.

Ossining is located in northern Westchester County, on the Hudson River, and is a major stop on the Metro-North Hudson Line. For more information on Grace and Ossining, please see our website: [graceossining.org](http://graceossining.org).

**Duties and Responsibilities:**

1. Serve as organist, pianist and choirmaster for the regularly scheduled services each Sunday, Holy Days, and other services (e.g., Lessons and Carols, Christmas Eve, Holy Week) as agreed upon.
2. Plan, coordinate, and direct all sacred music, including hymns, service music, and anthems for each service, using lectionary texts and sermons as guide for hymn choices.
3. Responsible for the leadership of the choir. Rehearse weekly with the choir. Other rehearsals to be held as needed by the schedule. During the Summer months (Sunday after Trinity Sunday through Labor Day), the choir schedule will be suspended.
4. Attend identified staff meetings and any additional meetings as necessary.
5. Improve Congregational singing, including occasional instruction on new music. Recruit new choir members.
6. Work collaboratively with the Rector in the general planning and leadership of Grace's music program. Assist the clergy, when applicable, in preparing their sung parts of the liturgy.
7. Manage Grace's music library, continue digitally cataloguing music library for Grace's records. Purchase music and music supplies, as needs arise, remaining within the annual church budget.
8. Assist Parish Administrators on production of service bulletins via including the sheet music or lyrics as necessary. Ensure that all appropriate copyright and licensing is obtained for music used and printed by the church, with support through the parish office.
9. Hire guest musicians as need arises, remaining within the annual church music budget.
10. Oversee the care and maintenance of all church instruments.
11. Responsible for planning, directing, and leading annual Landmark Lessons & Carols service in December, requiring 4-6 weeks of additional rehearsals.
12. Plan the necessary coordination aspects of special music events.
13. Serve as organist/pianist for all weddings. Current fee is \$400 per wedding. Attendance at the rehearsal is an additional fee of \$100.
14. Serve as organist/pianist for all funerals. Current fee is \$250 per funeral.

**Physical Demands include:**

- Ability to travel and perform at both Grace campuses (40 Ganung Drive and 7 S. Highland Ave.)
- Climb staircase to choir loft at Ganung Drive location
- Some lifting and carrying may be required, e.g. of keyboards, etc.

### **Terms and Conditions:**

- The salary range for this position is \$22,000-\$30,000 per annum. The weekly expectation is 10-15 hours. Evening, weekend, and holiday hours are required. There will also be a \$500 Continuing Education allowance.
- There will be two Sundays paid vacation per annum. One must fall within summer months when the choir is off.
- No medical, dental, vision, life insurance or retirement benefits are provided for this P/T position.
- The Director of Music may use the facilities to lead private music lessons and classes.

### **To Apply:**

Please send cover letter and resume to Mark Monroe, Search Committee Chair, at: [markmonroe55@msn.com](mailto:markmonroe55@msn.com). For qualified applicants there will be an initial online interview, then an in-person 2<sup>nd</sup> interview and audition, during which applicants will be asked to:

- Play a prepared piece of their choosing
- Sight-read a hymn on organ or piano
- Demonstrate working with the choir to prepare a piece for a service