

## JOB DETAILS: EPISCOPAL CHURCH IN ALMADEN MUSIC DIRECTOR & ORGANIST/PIANIST

The Episcopal Church in Almaden (ECA) seeks a Music Director and Organist/Pianist.

The person selected will help ECA fulfill its vision of creating a joyful, dynamic worship experience, supported and enriched by music both congregational and choral through celebration and education. We want the Music Director to help educate and train individuals and the congregation as a whole, preparing them to participate fully in the worship of the church. We want the Holy Spirit to be felt in our singing and in the music sung by the choir, and to engage a broad range of repertoire in both. We want to be creative and collaborative in our worship planning, and to have fun together doing so. Joyfulness and a personally engaging manner will be considered as much as technical competence in the choice of our Music Director.

ECA considers its music programs to be a vital ministry.

ECA shares its church building in partnership with the Congregational Church of Almaden Valley, United Church of Christ (CCAVUCC). For over 50 years the churches have conducted their collaborative business through an entity known as Joint Venture Churches of Almaden.

The churches share the choir rehearsal room, choir robe room and music office. The churches' musical instruments (organ and pianos) are also shared. The printed music library is a combination of individually owned and jointly owned scores. The selected candidate is expected to work cooperatively with the CCAVUCC Music Director to maintain the music programs' shared space and property.

A Search Committee composed of members selected by the Rector (or Senior Warden) will arrange for interviews and auditions and will advise the Rector/Senior Warden in the selection process.

Following is a detailed job description extracted from our employment contract with the Music Director.

The person holding the position will work cooperatively with the Rector, Liturgy Committee and ECA musicians to lead the church's music program.

Serving as Music Director and Organist, the person shall:

- a. Provide organ music (or piano music when appropriate) including prelude, postlude, and offertory, and accompany hymns. Direct and accompany the Adult Choir for the Sunday service at 10:45 a.m. During the summer, when the choir is off, prepare and accompany soloists and ensembles from the congregation for "special music" offertory anthems.
- b. Direct the Adult Choir and provide organ music for the following special services: Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Great Vigil of Easter, Easter Sunday and such other special services and choral presentations as are mutually agreed upon between the Director and the leadership of the church. Vacation may not be taken on any of the Great Feasts.
- c. Rehearse the Adult Choir Sunday mornings starting 45 to 75 minutes prior to the worship service (except during the summer). Music may also include quartets, soloists and such other ensembles as are deemed appropriate.
- d. Work creatively and cooperatively with the Rector to choose hymns, service music and anthems. Work with liturgy/music committee and ECA musicians to develop and expand ECA's liturgical music program.
- e. Work with Bell Choir, Folk Choir and Casual Choir which all have their own leaders.
- f. Serve as accompanist (mostly on piano) for the Casual Choir, typically six to seven times a year.
- g. Not be required to attend on Sundays when Folk Choir performs, typically six to seven times a year.

- h. Be responsible for the purchase of all necessary music, music supplies, instrumental repair and tuning, etc. as appropriate, working with the JV Administrative Assistant. Responsibility for maintenance of Joint Venture owned equipment is shared with the CCAVUCC Music Director.
- i. Be allowed the right of first refusal for all ECA-related weddings and funeral/memorial services requiring organ music that take place in the church.
- j. For vacations or other absences, be responsible for securing and preparing a substitute, notifying the Rector in advance.

The Episcopal Church in Almaden shall:

- a. Provide an annual salary payable on a bi-monthly basis on approximately the 15<sup>th</sup> and 30<sup>th</sup> of the month by the ECA Treasurer. The salary will be reviewed annually.
- b. Provide four weeks per year vacation with full compensation. The Music Director will arrange for substitute organists during these times. At least two weeks of vacation should be taken during the summer when the choir is on break. Vacation time must be used within the year it is accrued. Funding for substitutes will come out of the ECA Budget. Any additional time off will be at no pay and it will be the Music Director's responsibility to find substitute organists during that time and pay them out of pocket.\*
- c. Provide pay for substitute organists at the rate of \$200.00 for a single service (plus \$100 for separate rehearsal, if applicable).
- d. Grant one week of sick leave per year from Sunday services and the week's rehearsals. ECA will pay the fee for a substitute organist.\*
- e. In case of emergency leave due to illness or death of a family member, endeavor to find a substitute who will be paid by the Music Director.\*
- f. Provide a desk, telephone extension, filing cabinets and shared office space for use in conducting the affairs of the church's music departments.
- g. The Liturgy and Music Committee will provide ongoing support and feedback to the Music Director, as well as assist in performance reviews. Meetings will be held at the discretion of the Rector and Music Director. Annual performance reviews will be held in the anniversary month, led by the Rector.

\*On occasions of vacation, sickness, or other leave, there will be no requirement for rehearsal or anthems during the worship service.

The beginning salary range is \$20,000-25,000.

Please email resumes with contact information for references to: [toddger@aol.com](mailto:toddger@aol.com)

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