



**St. Thomas**  
Episcopal Church  
CHESAPEAKE, VIRGINIA

## **Director of Music**

*Amended : December 8, 2022*

Saint Thomas Episcopal Church is an inclusive, affirming, safe community for all people, a congregation on the move. We are committed to making God's love real and tangible in the world. We are a parish in transition, preparing to emerge as a vibrant, dynamic, and joyful beacon of hope. As our Director of Music, you are joining our Priest-in-Charge, who is passionate about church health, growth, and sustainability, and, with our parish staff and faith community, commit to this great work.

We seek a Director of Music who will collaborate with our Priest-in-Charge to lead the congregation and local community in dynamic worship, celebrating our range of Episcopal liturgies. The Director of Music reports directly to the Priest-in-Charge: our head pastor and liturgist. You are a direct extension of the Priest-in-Charge's pastoral ministry. This staff position oversees weekly music offerings, and is the principal organist, pianist, conductor, and leader of our various ensembles. All professional staff are expected to bring flexibility and an Easter attitude to their ministry.

Responsibilities include:

- Collaborating with Priest-in-Charge and liturgy team to plan and execute weekly, seasonal, and special services including 8 AM and 10:30 AM Sunday worship, other special services including Bishop's Visit, Blue Christmas, Christmas Eve & Day.
- Recruiting, equipping, developing, motivating, supervising, and shepherding music team leaders and musicians, musical teams, and ensembles.
- Fostering a safe, affirming, and welcoming culture.
- Supporting staff and lay leaders in fulfilling the mission and vision of the church.
- Participating in the life of the parish and community, as able.
- Leading weekly choir rehearsals.
- Participating and assisting with integration of strings, hand bell choir and other instrumentalists per agreed-upon schedule.
- Exploring ways of integrating music that spans genres and generations.
- Incorporating and engaging children and youth into the music ministry, including planning music offerings for youth and children's events.
- Participating in two or more staff meetings/month, liturgy planning with clergy, providing musical information for bulletins.
- Maintaining and periodically expanding the music library.
- Arranging for musicians as needed for weddings and funerals, and substitute musicians in the event of absence.
- Scheduling instrument maintenance, repair, and tuning as needed.
- Ensuring compliance with all legal requirements related to the performance of copyright-protected music and online performance licensing regulations.
- Maintaining a regular prayer life with the various music ministries.
- Other duties as assigned by the Rector / Priest-in-Charge.

This is a part-time (approximately 20-25 hrs./wk.) position. Benefits include:



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- Continuing Education allowance.
- Use of parish instruments and facilities for teaching and performance.
- Five weeks “paid time off” (blend of vacation, sick and care for another)
- Annual Compensation Range \$28,000 to \$32,000 depending on qualifications
- May qualify for Lay Church Pension Plan

### Preferred Qualifications

- Creative, engaging, and collaborative spirit.
- Previous worship leadership experience (3-5 years).
- Formal musical education, Bachelor of Music, or equivalent.
- Fluency in English, with preference for a second language.
- Knowledge of Episcopal liturgies.
- Proficiency with Piano performance, Organ performance, and Vocal accompaniment.

### Additional Qualifications welcomed

- Composing and arranging music.
- Experience leading hand bell choirs
- Experience in contemporary Christian music performance.
- Experience teaching children and youth.
- AGO (American Guild of Organists) certification
- Master’s degree(s) in related fields

### Other Requirements:

- Background check (completed before starting)
- Episcopal Safe Church training (completed before starting).
- Physically able to perform duties, handbells, small furniture, and climb stairs to the choir loft during worship, and stairs to music room.
- Monthly feedback meetings / feedback loops.
- Successful Reference Checks.

Interviews begin February 2022.

Please submit your CV, personal webpage/video/music files, three references, cover letter of interest to: Rev. Mark McKone-Sweet : [rev.mark@stthomaschesapeake.org](mailto:rev.mark@stthomaschesapeake.org)

(\*) After submitting required information for your background check before your first day, the time it takes for the diocese to complete the background check may vary.