

**St. Stephen and the Incarnation Episcopal Church**  
*1525 Newton Street NW, Washington DC 20010*  
**Job Description**

Job Title	Music Director and Organist, English-Speaking Congregation (Interim)
Reports to	Rector
Directly Supervises	N/A
Classification FLSA	Exempt
Schedule	Part-time (10-12 hours/week)
Effective Date	Immediate

**Job Summary**

The Music Director and Organist oversees the vocal and instrumental music activities of the English-speaking congregation of St. Stephen and the Incarnation and plays a leading role in preparing and leading its worship services. Our services feature a range of musical styles—traditional Protestant hymns; music by classical Western composers; Black American gospel, spirituals, and contemporary compositions; Christian music drawing on traditional genres from around the world; and Eastern Orthodox and Taize-style chants. In terms of music and other elements in the order of service, our services are highly liturgical with lots of musical elements, including many shorter and longer call-and-response pieces involving the choir and congregation (many are a cappella) in addition to hymns, choir anthems and organ preludes and postludes. This staff member directs the choir which sits together as a group at worship next to the rest of the congregation (not in a separate location like the balcony). The choir, in turn, plays a leading role in congregational singing, but the congregation understands that the whole body (choir and congregation) is the overall chorus that sings in praise of God during worship.

The Music Director and Organist reports to the rector. The Music Director and Organist position will be interim for 6 months, with the potential to become permanent.

**Essential Duties**

- Play the organ and piano and lead the choir at Sunday English-language Eucharist (10:30 a.m.) and for special services (Ash Wednesday, Holy Week, Christmas, etc.); this includes solo instrumental pieces and as accompaniment to congregational and choir singing.
- Collaborate with the rector and the liturgy committee in the planning of weekly worship services in accordance with the seasons of the church year.
- Coordinate with church office staff to ensure the accurate and timely production of attractive weekly worship bulletins for English-language (and occasional bilingual) services.
- Direct an all-volunteer choir of 8-10 people, including one weekday evening rehearsal (except June through August).
- Maintain the music library and coordinate maintenance of the organ and piano, working with the vestry on cost estimates and budget.
- Submit a brief annual report to the vestry on the state of the music ministries for concluding year.
- Perform at parish weddings and funerals with first right of refusal.
- Support the choir spiritually by leading prayer and helping the choir understand its liturgical role in the congregation.

**Qualifications and Requirements**

- Abiding faith in Jesus Christ and dedication to putting Christ's teachings into practice
- Bachelor's degree in music or equivalent experience in piano and organ
- Knowledge and experience with a variety of Christian musical traditions, including Protestant hymnody, African American repertoire, music from around the world, and Western classical compositions
- Familiarity with liturgical worship, including its rhythms and structure for the order of a worship service
- Ability to teach unfamiliar music to choir and congregation; willingness to be innovative in musical selections while remaining rooted in traditional Protestant music
- Adeptness at providing accompaniment while conducting a small choir
- Demonstrated ability in celebrating and incorporating the gifts of a volunteer vocal ensemble and the instrumental music abilities they may bring (e.g., keyboard, percussion, guitar)
- Ability to communicate clearly and effectively
- Collaborative, organized, flexible, and a sense of humor
- Commitment to the inclusion of people of all races, genders, and sexual orientations; commitment to contemporary social justice issues and an appreciation of the parish's history of social, racial and gender justice; commitment to gender-neutral and inclusive liturgical language

### Core Competencies

- **Worship Leadership:** Designs and facilitates musical aspects of worship that are relevant and inspiring; combines elements of theology and music to promote sacred experiences in worship; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the Divine.
- **Attention to Detail:** Consistently attends to the many small pieces that must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or reach decisions; in service to the work at hand, uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Verbal Communication:** Has ability to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource for other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.

### Compensation and Benefits

- Salary based on experience in line with the Episcopal Diocese of Washington's guidelines
- Weddings and funerals: naming own expected compensation from the families involved (typically \$250-\$300)
- Reasonable allowance for sick leave and after 1 year, vacation leave
- Opportunity to use church for recitals

### Available resources

- Current choir of 8-10 adult members with varying musical abilities (many have professional-level or substantial musical skills, while some cannot read music); some play additional instruments (piano, guitar) and would be available for special music
- Ability to recruit new members of the choir from the congregation, either as permanent members or for special occasions; could include occasional youth singers
- Organ: 3-manual pipe organ; built in 1932, renovated in 2017
- K. Kawai baby grand piano

### Terms of Employment

- Employment is at-will (either party may end the employment agreement at any time without cause)
- The position is exempt from unemployment taxes (music director-organist not eligible for unemployment benefits at the end of service)
- Employment is contingent on successful background check and completion of Safe Church Abuse-Prevention training
- Initial hiring is on an interim basis; interim can be considered for permanent employment after 6 months.

### To Apply

Submit a cover letter, resume, expected salary range, list of three references, and, if available, recordings or links to your work to [staff@saintstephensdc.org](mailto:staff@saintstephensdc.org).