

ST MARY MAGDALENE EPISCOPAL CHURCH

4775 Cambridge St, Boulder CO 80301 | (303) 530-1421 | smmboulder.org

Position Title:	Music Director
Estimated Time:	Varies; Approx. 6-10 hours/week on average
Direct Supervisor:	Rev. Bruce H. Swinehart, Rector
Position Overview:	In collaboration with the Rector, Worship Advisory Team, and church musicians, oversee all aspects of church music program, including: selecting appropriate music and arrangements; directing rehearsals and performances while accompanying on piano.
Compensation:	\$1,500 per month, no benefits.

Description:

- St Mary Magdalene is a medium-sized Episcopal church located in Gunbarrel/Heatherwood, a residential neighborhood located between Boulder and Niwot, Colorado. Sunday attendance during the Summer averages around 80-100 people in person plus 10-15 online; Fall-Spring attendance increases to 90-120 in person and 15-10 online.
- Music is accompanied by a variety of instruments, including piano, guitar, bass clarinet, trumpet, light percussion, mandolin, and others. Instrumentalists and singers rehearse on Sunday mornings before the service.
- Our music program has historically featured a mix of styles and genres including traditional hymnody from Anglican/Episcopal and other Catholic and Protestant sources, contemporary worship music and folk, bluegrass, and gospel.
- Although we do not currently have an ongoing choir, volunteers of wide-ranging abilities rehearse and present special pieces on occasion. One task of the Music Director will be to determine the level of interest in and the feasibility of developing a “permanent” choir.
- In the meantime our music program relies heavily on congregational singing - the congregation *is* the choir and should be encouraged and supported as such.

Position Responsibilities:

- Select, plan and lead music at principal Sunday services (10:00am September-May; 9:00am June-August); Holy Days (Christmas, Ash Wednesday, Holy Week, Easter); special occasions such as funerals and weddings. Maintain a list of approved substitutes and arrange for coverage if not available. (See attached Memorandum of Understanding for specific expectations for coverage of services).
- Be prepared to substitute for 5:00pm Saturday service in an emergency.
- Recruit and organize adult and children’s choirs to perform regularly.
- Assist in the preparation of the worship and music budget.
- Participate in monthly Worship Advisory Team meetings.
- Participate in monthly Staff meetings.

- Invite, encourage, and support musicians in the congregation to participate in our music program.
- Plan and lead rehearsals of singers and instrumentalists as needed.
- Continue to expand the musical repertoire of St Mary Magdalene, incorporating songs, styles, and genres from within our own tradition as well as from diverse cultural resources.

Required Skills, Abilities, and Qualifications:

- Ability to play the piano and sing while leading choral ensembles, instrumental ensembles, and/or congregational singing.
- Able to work collaboratively with church musicians of varying ability to arrange musical pieces, plan and lead rehearsals and performances.
- Able to select music that is appropriate in tone and content to worship context, liturgical season, congregational ability and preference, etc.
- Familiar and comfortable with Anglican/Episcopalian and other traditional hymnody; contemporary worship music; and other genres such as folk, bluegrass, and gospel.
- Able to lead groups of musicians of different skill levels and ages.
- Must complete Safeguarding God's Children training as required by the Episcopal Diocese of Colorado.

To Apply:

- Send cover letter and resume to Rev. Bruce Swinehart at frbruce@smmboulder.org. Position will remain open until filled.

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Memorandum of Understanding

To: ()
From: The Rev. Bruce H Swinehart, Rector
Re: Music Director Position
Date: March 1, 2020

This Memorandum of Understanding establishes the terms of employment of () as the Music Director at St Mary Magdalene Episcopal Church.

() will assume the position of Music Director beginning March 1, 2020. In addition to the attached Position Description, the Music Director will:

- Accompany principal worship services on Sunday mornings (usually 10:00am September-May, and 9:00am June-August), except as follows:
 - 4 weeks paid leave.
 - Up to 4 additional Sundays may be taken off as unpaid leave with at least 2 weeks advance notice/approval from the Rector. The Music Director will be responsible for finding a suitable substitute. The honorarium paid to the substitute by SMM (usually \$125-150) will be deducted from the Music Director’s pay.
- Provide music for Feast Days as follows:
 - Palm Sunday (1service)
 - Ash Wednesday (2 services)
 - Maundy Thursday (1 service)
 - Good Friday (2 services)
 - Easter Sunday (2 services)
 - Christmas Eve (early service only)
 - The Music Director is NOT expected to accompany worship at the Easter Vigil, the two late services on Christmas Eve, or on Christmas Day
- The Music Director may also play for funerals and weddings at their discretion. An honorarium of \$175 is paid by the family directly to the pianist.
- The Music Director will arrange coverage for planned absences at least two weeks in advance.
- The term of this contract will extend through December 31, 2020, and may be renewed by mutual agreement of both parties. Either SMM or the Music Director may terminate this MOU without cause with 45 days written notice.

My signature below indicates that I understand and agree to all of the above stipulations.

Music Director _____

Date: _____

Rector _____

Date: _____