

**Holy Trinity Parish (Anglican)**  
**223 Spring Street**  
**Hillsdale, Michigan 49242**  
Website: [www.trinityhillsdale.org](http://www.trinityhillsdale.org)

**Job Title:** Music Director and Organist (part-time)

**Classification:** Salaried, exempt

**Reports to:** The Rector

Holy Trinity Parish (HTP) in Hillsdale, Michigan seeks an energetic, adaptable and resourceful part-time Director of Music and Organist to continue and further develop our valued and respected music ministry program.

HTP is a worshipping community in the Anglican tradition. A constituent member congregation of the Anglican Diocese of the Living Word, HTP is part of the Anglican Church in North America (ACNA). Founded in 1990, the parish is theologically committed to the original formularies of the Church of England including the Book of Common Prayer, 39 Articles of Religion and Book of Homilies, as well as to the elegant liturgy, majestic hymnody and chant that is part of our heritage. Although a small college town church, HTP has a high-caliber all-volunteer choir and worship culture of excellence. Our church facility was built in 1991 in the carpenter gothic style with a vaulted ceiling of exposed post and beam craftsmanship. Its charming and reverent sacred space facilitates a worshipful environment and experience.

The church's organ is a RODGERS 955, a comprehensive 3 manual organ of 59 speaking stops and 21 couplers. Its MIDI capabilities equip the musician with tools for performance of traditional music as well as contemporary selections. PDI technology is used to go beyond the artificial sameness of digital sampling to create the precise realism of a true pipe organ. The authentic voices can be individually tuned, leveled and voiced on an effective note-by-note basis, just as if they were actual pipe ranks. The lighted draw knob console is constructed of hardwood and veneers and is designed to AGO specifications. Other musical instruments include a Chickering Baby Grand Piano, 5'1", manufactured in 1947. It is in good condition.

### **Position Description**

The Director of Music and Organist oversees all musical aspects of parish common life in coordination with the Rector. This includes planning and leading music for worship services, playing the organ, directing other instrumental musicians, and directing the choirs which include adults and (in aspiration) children, too. The scope of worship services include Holy Communion on Sunday mornings, occasional Morning Prayer services and Evensongs, Lessons & Carols, Christmas, Easter & Holy Week festivals, and select special liturgies on a 12-month basis. The Director of Music and Organist directs and accompanies the choir in regular and special rehearsals and in sung liturgies as assigned. The Director of Music and Organist independently selects and performs voluntaries and other musical offerings on the organ and/or piano for worship, as well as manages and coordinates the care and maintenance of church musical instruments.

### **Essential Duties and Responsibilities**

#### *Choirmaster:*

- Select appropriate anthems for the choir to enhance worship service.
- Prepare for and conduct rehearsals, and additionally, as needed promote, organize, and recruit various musical talents from within the congregation and from the wider community, as appropriate.
- Recruit and support choir members.

- Make expectations explicit for choir members.
- Continue to develop the vocal "sound" of the choir, its musical ability and sense of community and mission.

*Organist:*

- Ensure excellent organ music
- Study and perform organ and service music and accompanied choral music
- Accompany the choir's rehearsals and warm-up prior to services, and other rehearsals as assigned
- Provide organ music for weddings and funerals held at HTP in collaboration with the Rector or arrange for a substitute, if unavailable (Compensation for weddings, funerals, and memorial services is additional to salary and based on an established fee schedule.)
- Arrange for a suitable substitute when absent, in coordination with the Rector
- Coordinate the care and maintenance of the Rodgers 995 organ in accordance with established church policies and contracts and in consultation with the Rector
- Coordinate the care and maintenance of the Chickering baby grand piano in consultation with the Rector

*Music Planning, Education, and Outreach:*

- In coordination with the Rector and liturgical calendar, plan and select anthems and hymns for all worship services
- Instruct congregation in new hymns, music, and liturgy when needed
- Submit occasional articles as appropriate and needed for the church newsletter in order to educate the congregation about the music program
- Oversee hospitality for other choirs, recitalists, or chamber artists using church space Serve as liaison with the Hillsdale College Chaplain's office in planning and coordinating any shared musical ministry opportunities and events
- Serve as liaison with diocesan staff in planning and coordinating musical ministry at local Hillsdale meetings and events of the Diocese as may be needed

*Administrative:*

- Attend any and all relevant staff meetings
- Maintain and organize current music library and database of all music/manuscripts/scores owned by HTP
- With the Rector prepare budget proposal for music ministry on an annual basis
- Provide counsel to the Rector regarding the condition of church instruments and any future maintenance and capital expenses that may be necessary
- Determine the needs of the music ministry and in consultation with the Rector, order resources appropriate to music ministry and within budget
- Maintain licenses for use of printed music and for performance of copyrighted materials.
- Contribute relevant information to be included in any worship reports for the Vestry and Annual Parish Meeting

**Position Specification / Requirements**

*Required Commitments and Skills:*

- Commitment to the mission and goals of HTP
- Commitment to the preservation and promotion of sacred music at HTP
- Spiritual leader to choir members (all ages), creating an environment where musical training & preparation become a part of maintaining & further building a solid foundation of faith for participants.
- Superlative organ skills, including the accompaniment of choirs in anthems and Anglican Chant, and sensitive and creative playing of hymns Excellent communication skills and ability to work and interact well with children, youth, staff, parents, volunteers, parishioners.
- Self-starter with a strong commitment to excellence.
- Team-player with a "can do" yet flexible attitude.

- Excellent organizational and administrative skills; strong attention to detail.
- Good written and oral communication skills
- Communications facility with persons of all ages
- Excellent discretion and collaboration
- Must be willing to work evenings, weekends, and holidays.
- The additional physical requirements of the job include the ability to climb stairs

*Education:*

- Master's Degree in Music preferred; Bachelor's Degree in Music with major in organ desired

*Supervision:*

- The Director of Music and Organist works under the direct supervision of the Rector.
- The Director of Music and Organist is required to undergo any background checks as required by the Diocese and/or the Anglican Church in North America.
- The Director of Music and Organist is to complete any Diocesan required course(s) for a ministry safe environment for children.

*Time Commitment:*

- Eighteen hours/week minimum

*Compensation and Benefits:*

- Director of Music and Organist will receive an annual salary determined by the Rector and Vestry as commensurate with knowledge and experience.
- Vacation days include four Sundays/year to be arranged with the Rector

*Application Process:*

Send résumé and cover letter to: [rector@TrinityHillsdale.org](mailto:rector@TrinityHillsdale.org) .

*Note: This job description seeks to provide clarity and focus to the general role of the Music Director and Organist. It is not intended as, nor can it be, an all-inclusive list of every task that may emerge during work, nor is it a static document.*