



# St. Paul's

EPISCOPAL CHURCH

*1710 East Superior Street  
Duluth, MN 55812  
(218) 724-3535  
office@stpaulsduluth.org*

## **Open Position: Music Director/Organist**

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### **Summary of Position:**

St. Paul's Music Director / Organist will be responsible for its vibrant and diverse music ministry. Plans and coordinates the music program in order to facilitate the full and active participation of the congregation in the liturgical life of the Episcopal Church.

### **Essential functions of the Music Director include, but are not limited to, the following:**

- Participates in the planning and preparation of liturgical celebrations (worship services, funerals, weddings, Lessons and Carols, special events, etc.)
- Selects and prepares music for all liturgies, in conjunction with rector and worship committee
- Schedule ensembles and soloists for congregational worship
- Obtains, prepares and maintains the music for liturgies and maintains music library
- Consults, plans and plays organ for weddings and funerals on a fee-for-service basis
- In conjunction with the Bishop's office, plans for and participates in diocesan liturgies, such as ordinations, confirmations
- Organizes the congregation's music groups and musicians and schedules rehearsals in order to provide direction and training
- Holds weekly rehearsals for and directs musical groups, including Sanctuary Choir, Bell Choir, Youth Choir, etc.
- Oversees rehearsals which are held during the months of September through the Feast of Pentecost. Choirs may be off during July and August and services may be supplemented by soloist or ensembles
- Develop a strong volunteer base of amateur and professional musicians (to include singers, piano, guitar, strings, horns, etc.)
- Maintains own professional competence through regular music practice
- Establishes and maintains contact with resources both within as well as outside the parish musical and liturgical community to facilitate the growth of new ideas
- Attends staff and worship committee meetings
- Arranges for the repair and tuning of the church's keyboard instruments

- Prepare annual budget for area of responsibility and administer expenditures of approved items
- Participate in Safeguarding God's People/Children (sexual abuse prevention training) as required by the Diocese of Minnesota
- Adhere to St. Paul's Episcopal Church Policies and Procedures
- Perform other duties and assumes other responsibilities as mutually agreed upon with supervisor

**Qualifications/Demonstrated Experience, Education and Skills:**

- Bachelor's or Master's degree in Music preferred
- Experience in administration and management of musicians
- High degree of proficiency in use of the organ and a working knowledge of other instruments.
- Knowledge and appreciation of liturgical arts and practices, especially in the Episcopal Church preferred
- High degree of proficiency in directing and supporting congregational music.
- Ability to manage, organize, and handle details accurately.

**Schedule of Employment**

This is a part-time position for 20 hours/week.

**Salary/Wage:**

Annual salary ranging from \$26,000 – \$31,200, based on experience and qualifications; four Sundays off per year (certain feast days not eligible).

**Benefits:** Health plan, pension

**Reports to:** The Rector

Please submit resume and cover letter to The Rev. Debra Kissinger, Interim Rector at [interim.rector@stpaulsduluth.org](mailto:interim.rector@stpaulsduluth.org)