



# EMMANUEL

## EPISCOPAL CHURCH

**Position Title:** Organist and Choirmaster (part-time)

**Reports To:** The Rector

**Status:** Part-time

**Location:** Orlando, Florida

**Start Date:** Spring/Summer 2023

### Overview

Emmanuel Episcopal Church is a pastoral-sized parish in Orlando committed to worshipping God in the beauty of the Anglican tradition, growing in faith, serving our neighbors, and working for the renewal of the church locally and around the world. The Organist and Choirmaster will be a critical member of a dynamic team and, in conjunction with the Rector, will direct and develop the music ministry of Emmanuel Episcopal Church.

Please submit a cover letter and CV to The Rev. Jonathan Turtle at [jonathan@emmanuelepiscopal.net](mailto:jonathan@emmanuelepiscopal.net) by May 26, 2023.

### Position Description

- Assume the leadership and direction of the choir and music ministry at Emmanuel
- Participate in weekly staff meetings
- Coordinate music/liturgical plans for Sundays and other services with the Rector
  - Sunday mornings at 10:15am often include: prelude, hymns, service music, sung psalms, choir anthem, communion music, and postlude
  - Some feast days are supplemented with other musicians (i.e. String quartet, Saxophone Project, etc.)
- Conduct weekly choir rehearsals.
  - Choir currently meets on Thursdays from 7:00pm-8:15pm
  - Handbell choir usually meets on Thursdays from 6:00pm-7:00pm but is presently on hiatus. This choir offers music 3-4 times annually
  - The Dave Lapham Men's Schola currently offers music twice a year (Advent 1 and Tenebrae)
  - Current choir is volunteer, though experienced
- Explore the development of a children's choir, using Afternoons at Emmanuel as a starting point
- With the Rector, explore the possibility of a Sunday Evensong (frequency TBD)
- Plan, coordinate, and lead music and choirs for special services: Christmas Eve, Holy Week, Easter Vigil, Easter, and other holy days as needed or requested by the Rector
- Right of first refusal for weddings and funerals
- Look to nurture and grow the choir by inviting and attracting new members
- Assist in managing the music budget and planning ways to raise additional funds
- Other duties as assigned

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407-894-1641 / [admin@emmanuelepiscopal.net](mailto:admin@emmanuelepiscopal.net)

## **Qualifications**

- A true and lively faith in Jesus Christ.
- Certification with the American Guild of Organists (AGO), Royal College of Organists (RCO), Royal School of Choral Music (RSCM), Association of Anglican Musicians (AAM), or relevant musical performance degree, or related experience
- Preferred minimum five years experience as an organist, service player, and choral conductor within Anglican or Episcopal liturgical and musical traditions
- Experience working with children's choirs in rehearsal, education, and performance an asset
- Excellent and proficient accompanying, improvisation, sight-reading, and keyboard transposition skills
- Highly organized administrative skills
- Excellent communication (written and verbal) and interpersonal skills
- The right candidate will be patient though not afraid to take the reigns and be a leader

## **Terms and Conditions of Employment**

- Part-time position expected to average 10-12 hours per week.
  - May vary depending on the amount of personal practice time necessary.
  - Certain seasons may be more demanding (i.e. Christmas, Holy Week)
  - Required non-Sunday services include: Christmas Eve (two services), Christmas Day, Tenebrae, Maundy Thursday, Good Friday, Easter Vigil, other possible holy days
- Position reports directly to the Rector or in the absence of a Rector to the Interim Priest or Senior Warden.
- Organist/Choirmaster will participate in an annual review each spring with the Rector and Senior Warden to review the year, set goals, provide and receive constructive feedback.
- Organist/Choirmaster will schedule a supply organist to cover when they are unavailable.

## **Compensation**

- Salary to be negotiated based on qualifications and experience
- Three (3) weeks of paid vacation, accrued at a rate of 1/26th per pay period and may not be carried over to the following year or paid out
- One (1) week of time off for professional development
- Ten (10) sick leave days
- Other time off may be negotiated with the Rector