

WORKING AGREEMENT FOR THE POSITION OF
MINISTER OF MUSIC

AT ST. TIMOTHY'S CHURCH,
RALEIGH, NORTH CAROLINA

About St. Timothy's:

St. Timothy's Episcopal Church is a medium-sized parish located in the heart of midtown Raleigh. Our church has a vision to 'Be the Church' that Jesus founded, desiring that all people will come to know more about God, pray to God, live sacrificial lives for God, and love others because God has first loved us (1 John 4:19). Worshiping together on Sundays, as well as on special feasts throughout the church year, is a crucial piece of St. Timothy's identity and practice. Our current Sunday service is a Rite 1 Eucharist with hymns and service music; however, once a Music Minister is hired, we hope to move this service in the direction of a Sung Mass – with the potential for adding a second service (a Low Mass) in time.

In addition to a thriving church, our campus also hosts St. Timothy's School – an Episcopal Pre-K through 8th grade day school.

About the Position:

The Minister of Music is a role we expect will bring people closer to God through the gift of music. Though excellence in music and performance is important, equally important will be the Music Minister's ability to use his/her personal and professional talents, as well as the formational power of music itself, to enrich the faith of all who are part of this parish and increase their meaningful participation in worship. While having flexibility and creative freedom, the Music Minister will work in collaboration with the Rector in planning both weekly and special liturgies - ensuring the music program (like all aspects of parish life) feeds into the wider vision for the church. The ideal candidate should not only be able to develop and innovate the music ministry itself but also share our desire to see the parish thrive (recognizing the key part he/she will play in that).

Services

- All Sunday 10:00 a.m. services, major feasts, weddings, and funerals
- Chapel services for St. Timothy's School (currently Tuesday & Thursday mornings)

Responsibilities

- Select voluntaries, hymns, propers and other service music for all services
- Actively recruit people from the congregation to sing in the choir and/or play instruments
- Conduct regular adult choir rehearsal outside of Sunday morning, as well as rehearsals with children's choir
- Recruit, audition, hire, and manage additional paid vocalists or instrumentalists
- Organize and maintain the music library

- Submit necessary text and music to office staff for print in weekly/special service bulletins

Personal Qualities and Skills

- Proficiency at both choir conducting (with singers of all ages) and organ playing
- Capacity to work independently and collaboratively
- Desire to support and champion the vision and mission of the church
- Relates easily to parishioners in musical and social situations
- Good written communication skills and a willingness to write about music for a wide audience in both print and online formats

Compensation:

1. This position is for 30 hours per week.
2. The annual compensation for the duties will be \$54,000.
3. The benefits package includes individual health, dental, and life insurance.
4. The employee will receive 11 days of Paid Time Off each year in addition to the following: Thanksgiving Thursday and Friday, the week after Christmas Day (when the church is closed, including New Years Day), Memorial Day, 4th of July, and Labor Day. Employee may only miss four Sundays (unless special arrangements are made with the Rector).
5. Retirement benefit in the form of a defined contribution retirement plan. STC will contribute 5% of salary to a Lay 403b plan under the Church Pension Group with the potential to match up to 9% provided the employee contributes the same with pre-tax dollars.
6. \$200.00 for each wedding or funeral at St. Timothy's Church; this is a separate payment that does not make up part of the overall compensation. Should the Music Minister not play a wedding or funeral, he/she is responsible for finding a substitute.

How to apply:

Email your resume to admin@stcraleigh.org , and please mention if there are any days of the week or vacation periods that you would not be available for an interview. Interviews will consist of two parts: a sit-down meeting with the Rector and selection committee members (either in person or via Zoom), followed by an audition (ideally at St. Timothy's). We will do our best to work with suitable candidates should they reside too far away for in-person meetings.