



Grace Church in the Mountains is an Episcopal Church in Waynesville, NC near Smoky Mountain National Park. Grace Church welcomes all people, including all races, gender identities, and sexual orientations. Our active membership is about 375 people, 120 of whom typically worship on a Sunday. Our worship style is broad, drawing on contemporary and traditional hymnody and generally using Rite II or Enriching Our Worship. We are nationally known for our Creation Care ministry and locally known as a “small but mighty” church in relation to our outreach ministries. Our rector, The Rev. Joslyn Ogden Schaefer, has provided stable spiritual leadership since 2017. While the majority of our members have retired to this area, we have members from every stage of life.

Position Available

Director of Music Ministries

Note: This position is 13 - 20 hours/week, *but can be combined with program leadership or administrative support to become a full-time role*, depending on the skill, interest and time of the candidate. The administrative role would be responsible for communications (online and print), membership records, bookkeeping and assistance with volunteer recruitment. The program role would assist the rector with fellowship and formation ministries of the parish, including youth and family ministry. Applications are being accepted now, and interviews will take place beginning August 15. Resumé and cover letter may be sent to our Senior Warden, Laura Armour lauraarmour4567@gmail.com.

Summary of Position

The Director of Music Ministries is responsible for leading an inspiring music ministry at Grace Church to enhance our worship of God. We use *The Hymnal 1982* along with a supplement that draws from a variety of sources. This role requires proficiency at either organ (we have an Allen Renaissance Organ with three manuals) or piano or both. This position requires at least one evening per week, Sunday mornings, and occasional special services, programs, or rehearsals.

Essential Duties and Areas of Responsibility

- Serve as the organist, pianist, chime choir director, and adult choir conductor. With the Rector, plan and provide music for weekly Sunday services, the major feasts in the liturgical year, and occasional special events, recruiting volunteer youth and adult soloists and instrumentalists, and developing the musical ability within the parish.
- Play and direct music for all services, including our weekly 10:30 am Sunday service, monthly Taizé services, Christmas, Ash Wednesday, Holy Week, and occasionally Wednesday noon service (especially during Lent).
- Play all funerals and weddings for an additional fee.

- Arrange for regular tuning and maintenance of sanctuary instruments, choir room piano, and Thatcher Hall piano.
- Assist with music for service leaflets
- Serve as staff leader for monthly Sunday evening Taizé services-work with volunteers, prepare bulletin, rehearse musicians.
- Develop and administer a budget for the music program.
- Work with volunteers to maintain our music library.
- Attend weekly staff meetings and weekly individual meetings with Rector

Experience, Education and Skills

- Strong calling to church work and interest in developing discipleship among a very diverse group of people.
- Minimum Bachelor of Music Degree or equivalent experience.
- Be a proficient organist and/or pianist with experience in providing music in a liturgical context. Familiarity with Episcopal liturgy preferred but not required.
- Experience or training leading choirs composed of members with varied abilities and ages.
- Be able to incorporate or learn relevant technology necessary for the position.
- Strong administrative abilities and attention to detail.
- Social Media competence including use of MailChimp, FaceBook, You Tube, Instagram, Canva; familiarity with web-site design is a plus.
- Self-motivated; must be able to function without direct supervision.

Salary & Benefits: Salary range begins at \$20,000 / year, but may increase to \$27,000 depending on education and experience. Four weeks (including four Sundays) off per year, and a continuing education provision for 2 weeks (including 2 Sundays) and \$1,000 continuing education funds.

If this were combined with another job responsibility such as administration or program, the salary would begin at \$52,000. Additionally, we offer full-time employees 100% coverage for individual health care; life & disability insurance; 5% retirement account contribution and matching up to 4% of salary; and participation in the Church's pension plan.