



**HOLY SPIRIT**  
EPISCOPAL CHURCH

**MUSIC COORDINATOR**  
*Part-time, Paid*

Reports to: Rector  
Annual Review: Rector  
Employment Status: Part time

*Purpose: to enable, equip, and expand the musical worship of Holy Spirit Episcopal Church.*

Specific Responsibilities of the Position Include:

**Choir/ Organ/ Band/ Sound**

- Has principal oversight of the choir program
  - o Chooses level-appropriate music for the choir's anthems
  - o Ensures regular practice and skill-development opportunities for the choir
- Has primary oversight of the organist and band director
  - o Ensures regular practice and skill-development opportunities for the band
  - o Makes recommendations to the rector for the hiring of organists
- Has primary oversight of the sound ministry of the church

**Volunteer Development**

- Encourages participation from parish members outside the choir or band
- Plans quarterly social and community service activities for the parish's volunteer musicians
- Schedules all choir practices
- Schedules orientations and trainings for choir, band, and sound techs

**Administration**

- Ensures monthly and quarterly schedules are made for all music, to be approved by the Rector, for all services, including special services such as Christmas, Easter, and feast-day services
- Selects appropriate hymns and songs for each service from the Hymnal, Holy Spirit Song Book, and other sources, in consultation with the rector, band, and other participants
- Develops the parish's musical repertory, expanding or revising the Holy Spirit Song Book as necessary
- Ensures monthly and quarterly rotations of band members, guitarists, and sound techs
- Keeps choir attendance in Church Community Builder

*Other responsibilities as assigned*



**Reporting and Relationships:**

- The Music Coordinator is supervised by the Rector. All expenditures must be discussed with and approved by the Rector. The vestry shall receive a report of all expenditures in a timely manner.
- The Music Coordinator attends the monthly staff meeting and quarterly Worship Planning Meeting
- Key working relationships
  - o Staff
    - Parish Administrator
    - Organist
  - o Vestry
  - o Volunteers
    - Band Director
    - Choir