

St Barnabas' Episcopal Church  
Annandale, VA

**Minister of Music – Job Description**

The Minister of Music at St. Barnabas' Episcopal Church has, under the overall direction of the Rector, comprehensive responsibility for the music life of the church community. That responsibility includes the following specific duties:

- **Worship Service Music Responsibilities**

- Select worship service music, including hymns and anthems, consistent with the lectionary and liturgical season, in collaboration with the Rector. This includes weekly services and the special services during the High Holiday seasons of Lent, Easter, Advent, and Christmastide.
- Provide organ music and accompaniment to the choir and congregation at the regularly scheduled sung service on Sundays and for special services during the church year. Where appropriate, coordinate and arrange additional musicians and musical instruments from within and outside the parish family to enhance the musical diversity of our worship.
- Be responsible for arranging for suitable substitutes in instances of illness or other inability to perform expected functions during the year.
- Have the “right of first refusal” for all unscheduled services such as weddings and funerals, with the terms of compensation to be agreed upon with the persons requiring the event.

- **Choir Responsibilities**

- Recruit, rehearse, direct, and develop the adult choir. Conduct weekly rehearsals once a week (at present on Wednesday evenings) and before services on Sunday, and other special called rehearsals as needed. The adult choir season runs from September to the end of June, with a volunteer choir during July and special music for August.
- Recruit, rehearse, direct, and develop the children's choir using curriculum and learning incentives aligned with the Royal School of Church Music (RSCM) program. Conduct weekly rehearsals (at present, weekly following the sung Sunday service), and other special called rehearsals as needed. Seek to involve the children's choir regularly and meaningfully in worship services. The children's choir year corresponds to the school year.

- **Administrative Responsibilities**

- Maintain close liaison with the Rector and Vestry concerning the condition and needs of the music program at St. Barnabas'.
- Administer the music ministry budget in coordination with the St. Barnabas' finance committee; be responsible for the purchase of music and music supplies and ensure that the music library is maintained in an orderly fashion.
- Assure the necessary maintenance and safe storage of the musical instruments belonging to the church (in addition to the organ, at present a set of hand chimes and a collection of Orff Schulwerk instruments).
- Work with the Rector and vestry as appropriate to encourage the use of our sacred space for performances by groups outside the parish. Be responsible for scheduling, soliciting, and coordinating the activities of such groups in rehearsing and performing.