

SAINT ATHANASIUS ORTHODOX CHURCH

Music Director – 20 hours / week

Job Description

The Music Director shall be a practicing, baptized Orthodox Christian who loves to sing and lead the music for the services and is responsible for the church's music ministry, supporting the Senior Pastor's vision for the liturgical life of the parish.

Reports to: Senior Pastor

Professional Qualifications

- Advanced degree in Music Performance, Music Education, or related field preferred, with emphasis on vocal or choral music.
- Three to five years of successful church music leadership; five years in an Orthodox parish preferred.
- Demonstrated success sustaining an active church or school music program.
- Keyboard skills sufficient to lead rehearsals and teach new music.
- Strong leadership, communication, and collaboration skills.
- Strong recommendations from at least two clergy members.

Key Responsibilities

- **Liturgical music leadership:**
 - Is committed to singing the scheduled services personally or preparing those who will lead the choir or at the chant stand for regular services and special services, including Saturday Great Vespers, Sunday Matins & Divine Liturgy, the services for the major feasts, Lent, Holy Week, weddings, funerals, and the weekly daily services.
 - Schedule, prepare, train, and conduct choir or chanters for the services.
 - Select music aligned with appointed hymns, rubrics, tone, season, and liturgical calendar in consultation with the Senior Pastor.
 - Conduct choir or smaller ensembles for additional services and sacraments when requested.
- **Chant/choir organization:**
 - Prepare quarterly schedules for choir, chanters, readers, rehearsals, services, and special liturgical needs.
 - Recruit, train, mentor, and assign choir members and chanters, supporting vocal technique, sight-reading, musicianship, and chant development.
 - Foster a cooperative team spirit among volunteer chanters and choir members.
- **Scripture/hymnody accuracy and style:**
 - Prepare service text handouts and changeable texts for the Sunday bulletin, or provide accurate information to the Administrator.
 - Prepare and maintain music materials for services and rehearsals, with clerical support as needed.
 - Assist the Senior Pastor in preparing additional service booklets.
- **Service preparation and communication:**
 - Communicate rehearsal and service schedules, including reminders for rehearsals and special services.
 - Meet regularly with the Senior Pastor to review the schedule, ministry needs, and concerns.
 - Coordinate with clergy, staff, and volunteers so music materials, singers, and worship needs are ready in advance.
- **Congregational participation:**
 - Encourage active, reverent congregational singing and responses where appropriate.
 - Provide supportive musical leadership for new parishioners, youth, and singers at varied experience levels.
 - Plan and implement a Children's Music Program or Youth Choir as a long-term goal.
- **Administrative and collaboration duties:**
 - Maintain the music library and keep the choir area clean, orderly, and prepared.
 - Set short- and long-term music ministry goals in consultation with the Senior Pastor.
 - Participate in diocesan and pan-Orthodox musical activities as time and funding permit.

- **Pastoral/spiritual responsibility:**
 - Support the Senior Pastor's liturgical vision through prayerful, respectful, faithful musical leadership.
 - Report to the Senior Pastor on repertoire, rubrics, and liturgical music decisions, and to the Personnel Committee or Parish Council on compensation and performance matters.
 - Undergo an annual review, which may include feedback from choir members and chanters.

Key Skills

- **Musical leadership:** Gives pitches accurately and leads chant or choir with clear cues, tempo control, and sound judgment.
- **Music literacy and vocal skill:** Demonstrates sight-reading, vocal ability, pitch accuracy, and ability to chant services alone when needed.
- **Rehearsal and teaching:** Plans effective rehearsals, teaches healthy singing, prepares singers efficiently, and mentors varied experience levels.
- **Communication and teamwork:** Communicates clearly with clergy, staff, ministry leaders, volunteers, and parishioners.
- **Organization and accountability:** Manages schedules and materials, prioritizes responsibilities, and meets deadlines with minimal supervision.
- **Leadership and judgment:** Demonstrates tact, initiative, discretion, adaptability, problem-solving, and sound judgment.
- **Service orientation:** Shows compassion, respect, reliability, and commitment to parish liturgical and pastoral life.

Personal Qualifications

- Deep love and respect for Orthodox worship and service with humility and reverence.
- Reliability and preparedness for scheduled services and rehearsals.
- Collaborative working style aligned with parish culture.