

**Episcopal Church of the Good Shepherd**  
1420 Wilson Pike, Brentwood, TN 37027

---

Job description for position of Director of Music Ministry

Attributes:

- Reports to: Rector.
- Direct reports: Parish Keyboardist (if separate position of Parish Keyboardist is established<sup>1</sup>).
- Salaried, part-time (estimated 20 hours per week).

Primary purpose and function:

1. Directs and develops the music ministry by striving to enhance and inspire corporate worship through music performed at the highest caliber supported by the congregation.
2. Recruits and develops, to the highest caliber supported by the congregation, the other musicians for corporate worship.
3. Collaborates with the Rector on the selection of music to be performed during corporate worship, such music to be in keeping with the style of the respective services of worship.
4. Performs various and sundry other functions related to the music ministry.

Essential duties and responsibilities:

1. Directs and develops the music ministry:
  - a. Supports and collaborates with the Rector to develop the use of both traditional and contemporary (praise and worship) music in corporate worship services.
  - b. Directs all Good Shepherd adult musicians, including the Parish Keyboardist<sup>1</sup>, other instrumentalists, and the choirs, participating in corporate worship.
  - c. Serves as primary keyboardist if separate position of Parish Keyboardist is not established, or, if separate position of Parish Keyboardist is established, serves as substitute keyboardist as necessary and as available.<sup>1</sup>
  - d. Supports music programming for and by children and youth.
  - e. Arranges music as necessary for use by Good Shepherd musicians.
  - f. Assists any parish or diocesan or other group needing sheet music or the performance of music or to utilize the sanctuary sound system, including caroling and any other community outreach program, the Christmas Pageant, the Women's Retreat, Ultreya, and Boy Scout Troop 8.
  - g. Recommends to the Rector necessary changes to programming within the music ministry.
  - h. Recommends to the Rector and develops approved new programming within the music ministry.

---

<sup>1</sup> The Church of the Good Shepherd music director position has included the role of primary keyboardist. Establishing a separate position of Parish Keyboardist is under consideration pending the recommendation of the next music director and subject to budgetary constraints.

**Episcopal Church of the Good Shepherd**  
1420 Wilson Pike, Brentwood, TN 37027

---

2. Recruits and develops the other musicians for corporate worship:
  - a. Promotes and pursues growing the number of adult musicians participating in developed and approved new programming within the music ministry.
  - b. Plans and directs rehearsals, generally through the school year, with other Good Shepherd adult musicians.
  - c. Plans and oversees an annual choral clinic for members of the adult choirs to improve their choral technique; selects and, subject to budgetary constraints, hires the clinician; may enlist the assistance of volunteers to plan and support the choral clinic.
  - d. Supports children and youth musicians and their leaders.
3. Collaborates with the Rector on the selection of music to be performed during corporate worship:
  - a. Music, including songs, hymns and service music, to be sung by the congregation.
  - b. Music to be performed by the choirs, including anthems to be presented at each service generally through the school year.
  - c. Music to be performed by instrumentalists.
4. Performs various and sundry other functions:
  - a. Collaborates with the Rector to plan the music for corporate worship services, including weekly, special (such as Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve), combined (such as parish annual meeting Sunday in January, parish-founding anniversary Sunday on Pentecost, pledge-ingathering Sunday in November, and Lessons and Carols on the fourth Sunday of Advent) and occasional (such as weddings and funerals).
  - b. Provides to others music-related content necessary for corporate worship service bulletins at which music is to be included.
  - c. Prepares for own role in corporate worship services at which music is to be included.
  - d. Supervises and schedules the Parish Keyboardist.<sup>1</sup>
  - e. Supports a parish concert series if and as offered.
  - f. Supports the parish audio ministry (volunteers who operate the sanctuary sound system during corporate worship).
  - g. Purchases properly licensed sheet music, musical instruments and audio equipment, all as necessary and subject to budgetary constraints.
  - h. Provides properly licensed sheet music and, as needed, music folders to all other musicians.
  - i. Maintains the parish library of properly licensed sheet music.
  - j. Develops and maintains a seating plan for all musicians for both corporate worship and rehearsals.

**Episcopal Church of the Good Shepherd**  
1420 Wilson Pike, Brentwood, TN 37027

---

- k. Arranges space for any rehearsals outside the sanctuary; arranges space in the sanctuary as necessary to accommodate the choirs for both corporate worship and rehearsals.
- l. Recommends to the Rector what vestments, if any, are to be worn by members of the choirs; assigns and maintains an accurate inventory of vestments, if any, to be worn by members of the choirs; urges choir members to maintain the vestments assigned to them; replaces choir vestments as necessary.
- m. Organizes or oversees organizing dinner socials for the special services choir following their monthly rehearsals; organizes or oversees organizing any other socials involving parish musicians.
- n. Attends, at the direction of the Rector, and constructively contributes to staff, Vestry and other meetings.
- o. Prepares for the parish newsletter and other communications timely articles pertaining to the music ministry.
- p. Provides, as directed by the Rector, a report on the music ministry for and/or at the annual meeting of the parish.
- q. Participates, as directed by the Rector, in the parish annual budgeting process.
- r. Strives to keep parish expenditures for music ministry within budget; seeks approval in advance of incurring parish expenditures for music ministry beyond budget.
- s. Plans for own planned absences and those of the Parish Keyboardist<sup>1</sup>.
- t. Develops and maintains a contingency plan for own unplanned absences and those of the Parish Keyboardist<sup>1</sup> from weekly, special and combined services of corporate worship at which music is to be performed.
- u. Ensures availability of desired musicians for weddings, funerals and other occasional services of corporate worship at which music is to be performed.
- v. Recommends to the Rector necessary changes to this job description.
- w. Performs other duties as assigned by the Rector.

Qualifications (including education and experience): The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a bachelor's degree or higher in music or a related field, plus preferably five years of experience in the role of professional musician for a sacred institution and training in choral conducting, or an equivalent combination of education, experience and training. Proficiency at the keyboard is required. Competency in other instruments (e.g., guitar, bass, percussion) and/or vocal performance preferred. Interpersonal, teambuilding, collaborative, organizational and leadership skills, along with a passion for excellence in sacred music, mindfulness of the sacred setting and the need for the incumbent to be reverent and bring honor to the role, and an appreciation for the use of music in the Anglican tradition as well as contemporary sacred music in Episcopal church services, all are required for effective management of music staff and volunteers.