

Director of Music and Parish Administrator (Wilmington, DE)

Organization: St. Barnabas Episcopal Church, 2800 Duncan Road, Wilmington, DE 19808

Contact Email: StBarnabasMOST@gmail.com

Salary Range: \$50,000 based on experience and includes a full benefits package.

Job Description: Director of Music & Parish Administrator
St. Barnabas Episcopal Church, Wilmington, Delaware

Reports to – The Rector

Status – Full-Time

Begins – at earliest opportunity upon hire.

St. Barnabas seeks an accomplished musician, proficient organist, pianist and enthusiastic leader to serve as its next Director of Music Ministry, Organist and Parish Administrator. This is a blended position with compensation commensurate with the hours required to fulfill the duties. In collaboration with the Rector of the parish, the Music Director will create an inspirational music program which enhances liturgy and invites participation of the congregation and the wider community. The Director will be familiar with a variety of musical styles, honoring traditional religious repertoire and have the willingness to explore diverse and newer expressions.

The Parish Administrator plays a vital role in the life of the parish. This person is the hub of communications, formal and informal, for nearly all activities. The Parish Administrator may choose to utilize volunteers for some of these tasks. Regardless, any volunteer roles will require support and direction from the Parish Administrator or at times, the Rector. This function of the blended job of Music Director and Administrator will require good skills in delegation, multi-tasking, time management and working within a budget.

Critical Duties and Primary Responsibilities**

Music Director:

- Serve as the organist, pianist and choral conductor. Plan and provide music for weekly Sunday services, the major feasts in the liturgical year, and occasional special events, engaging soloists and instrumentalists.
- Be able to demonstrate both traditional and more contemporary styles to show an understanding of the diverse nature of music ministry in the modern church.
- Plan and lead regular weekly rehearsals of choirs. Revitalize, motivate, guide, and challenge to encourage participation by people of all ages and skill levels.
- Introduce new and diverse musical offerings to inspire the parish and visitors.

Administrator:

- The primary responsibility of the administrator is to assure that the necessary functions are handled in a timely and efficient manner.
- Plan and coordinate tasks and communications for weekly and special services and events. Including compiling information for and producing the weekly service bulletins.
- Be able to demonstrate a proficiency in digital, traditional and interpersonal communications such as, website management, Facebook, Twitter, TikTok, etc.
- Maintain inventory and order supplies for general building and office functions.
- Liaise between the ministry committees for scheduling within the building for meetings, events and activities.
- Plan for, manage and recruit volunteers in support of St. Barnabas' ministries. We currently have a strong volunteer base to assist with many of these functions.

**A more detailed job description for both responsibilities including volunteer assignments will be provided and discussed at time of interview.

Required skills and experience:

- Minimum Bachelor of Music Degree or equivalent experience.
- Be a proficient organist and 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.
- Have a collaborative spirit, friendly, and respectful disposition.
- A desire to collaborate with clergy and lay leaders to discern the message of the Holy Spirit in guiding the parish on our spiritual path.
- Have excellent interactive communication and administrative skills.
- Be self-motivated, work independently as well as work with others in a team-oriented environment.
- Have knowledge of or experience working with Microsoft Office Software.
- Have some knowledge of or experience working with online communication and social media programs.

Compensation includes salary, 4 weeks' vacation time, full benefits including health and retirement benefits, and support for continuing education and career development.

Additional compensation can be earned for weddings and funerals. In the event an outside musician is requested, the organist has the first right of refusal. Upon request by the music director, the church vestry will consider use of church owned instruments for private lessons during non-working hours.

About St. Barnabas

We are a joyous community centered on a living relationship with God through Jesus Christ. People who attend our church grow spiritually, find community, grow closer to God and each other, and serve our neighbors.

Our Mission

We are called by God to see Christ in all persons, grow in faith, and live in joyful fellowship with one another.

The Organ and other instruments

The Sanctuary has a Cornell-Zimmer Opus 160 two manual digital organ custom designed and installed in 2020. Specifications for this organ are on our website at: <https://stb-de.org/music-search>. There is a Yamaha upright piano in the Sanctuary. The choir room has a Janssen upright piano.

How to apply:

Please submit the following materials to Beth Engler at StBarnabasMOST@gmail.com.

- Letter of interest
- Resume
- Sample recordings in MP3 or MP4 format or link to recording.
- Contact information for three references.

The application deadline is May 31, 2023

Link to St. Barnabas website: <https://stb-de.org/music-search>