

MIDDLEHAM & ST. PETER'S PARISH
10210 H. G. TRUEMAN RD
P.O. BOX 277
LUSBY, MD 20657

The following job descriptions are for an organist/choir director for Middleham & St. Peter's Parish. The position may be divided depending on qualifications of the applicant. For further information, please contact Father David Showers at 410-326-4948.

Choir Director Duties and Responsibilities

The Choir Director will provide, prepare and conduct an anthem a week, and special feast day music according to the liturgical church year. In consultation with the Rector, work with organist to rehearse and interpret appropriate music, and communicate the proposed plan to administrators and choir, so liturgical themes can be linked. Prepare the physical set up of choir rehearsals with chairs, music, lights and stands. Be available to conduct the choir at one parish site per Sunday, and additional times at Christmas, Easter, Bishop visits and other major parish celebrations, as stated in the contract. Encouraging and recruiting new choir members and keeping a current roster of singers in the parish. Teaching and leading new service music during different seasons in consultation with the Rector. Maintaining organization, filing and cataloging the music library. When appropriate, to write articles for the parish newsletter reporting or explaining parish/choir music activities. Working with the Rector to provide an occasional special service, such as a healing service or sung compline or evensong. With the Rector, choose hymns and anthems from diverse traditions to represent rich church history and global engagement with particular attention to existing church resources.

Organist Duties and Responsibilities

Responsibilities of organist/pianist include: Playing the hymns, prelude and postlude, for two services a Sunday at Middleham & St. Peter's Chapels, and one when there is a joint service in the Great Hall. Accompany special instrumentalists or soloists occasionally. Provide keyboard music for feast days and other special traditional services of the parish, i.e. Thanksgiving, extra Christmas and Easter services. Accompany the choir for rehearsal and performance of anthems. Work with the Rector and the Choir Director to develop and maintain a cohesive music program that meets the needs of a diverse congregation. Inform the Rector and administrative assistant of status of instruments, including upgrades or replacements, and arrangements for tunings. Work with the Rector and administrative assistant to develop and maintain a current list of substitutes that can be called upon, for which the organist is responsible to pay. Advance notice should be given for absences. According to availability, funerals and weddings will be played for which there is a separate compensation from involved parties. Constant and direct communication with Rector and staff to promote collaborative music liturgy that illuminates the Gospel, and remains particular to the needs of Middleham & St. Peter's Parish.