

**St. Bartholomew's Episcopal Church, Poway, CA**  
**Job Description and Position Overview**

- Position:** Director of Music Ministries
- Hours:** Full-time, exempt
- Compensation:** Competitive salary commensurate with professional experience
- Benefits:** Full benefits as defined in the 2015 parish personnel policy
- Reports to:** Rector
- Location:** 16275 Pomerado Rd., Poway, CA 92064  
<http://stbartschurch.org/>
- Purpose:** To recruit a Director of Music Ministries to develop, program and lead the worship music ministry for Saint Bartholomew's Episcopal Church, in coordination with the Rector, Musicians, Vestry and/or other team members, consistent with our mission, values, and tradition.
- Mission:** We are called to be disciples of Christ, revealing His life, love and light to the world.
- Vision:** St. Bartholomew's Episcopal Church is a radically welcoming, inclusive faith family – sharing and teaching the love of Jesus Christ through our worship, actions and outreach – transforming ourselves and the world.
- Summary:** St. Bartholomew's Episcopal Church in Poway, California is a dynamic Christian Faith Community, within the Episcopal Diocese of San Diego. Music is an integral gift from God that is not limited to one individual or expression. Music Ministry is a mission critical area, intended to advance the mission and vision of our parish on a daily basis. Musical expression is intended to engage persons in their worship of God, participation in the Sacraments, and the written Word. In addition, we invite members and our neighbors to share in worship by their participation in one of our many musical ensembles. The chief pastor in our church is the Rector. The Director of Music Ministries is an extension of the Rector's ministry. All clergy and senior staff members are extensions of such pastoral care.
- Per the Canons of the Episcopal Church and the personnel policy of the parish, any and all staff and pastoral leaders report to the Rector, (or in his/her absence) the Senior Warden. This is an "at-will" employment position which means that the Director of Music Ministries may resign at any time for any reason or no reason and can be terminated at any time with or without cause. This at-will status may not be modified orally and may only be changed or modified by a written agreement executed by the Rector or Senior Warden.

## **Qualifications:**

- Authentic relationship with Jesus Christ
- Commitment to the church's vision, leadership, and people
- Bachelor's degree in Music and/or Theology (Masters preferred)
- Minimum five years' experience in church-related setting
- Maintains membership in relevant professional organizations
- Professional quality keyboard skills preferred
- Demonstrated leadership skills in directing and motivating musical/volunteer participants
- Attested choral and instrumental directing skills and competencies
- Understanding of liturgy and the role of music in worship services
- Successful integration of multiple liturgical musical genres
- Familiarity with Episcopal liturgy
- Instructional competency in teaching music for all ages and abilities
- Experience in and passion for building community
- Ability to organize, coordinate, and motivate musicians
- Proven experience in building and developing diverse music teams
- Exceptional ability in team building and collaboration
- Dependable, responsible, self-motivated, punctual and creative
- Ability to network with local musicians

## **Responsibilities:**

- Foster a welcoming culture with a sense of humor and positive attitude
- Explore ways of integrating music that spans genres and generations
- Mentor and train others as individual and team worship leaders
- Provide direct supervision of associate organist, section leaders, guest musicians, and volunteers (e.g. music librarian)
- Manage and oversee all aspects of various church musical teams including, but not limited to:
  - Parish adult choir and select semi-chorus
  - Choristers (children's choir)
  - Women's Schola
  - Strings ensemble
  - Hand Bell Choir
  - Instrumentalists
  - Great Music Concert Series
  - Domestic and international choir pilgrimages
- Recruit, equip, develop, motivate, supervise and shepherd music team leaders and musicians, musical teams and ensembles for services
- Select and plan music for weekly and other services
- Collaborate with Rector and Liturgy Committee to plan weekly, seasonal and special services
- Participate in Liturgy Committee discussion and planning
- Provide music offerings at all weekend and feast day liturgies
- Incorporate children and youth music ministry in a meaningful way
- Direct outreach events into the community via performances and special events
- Oversee implementation of any new music offerings or liturgies
- Participate in weekly staff meetings
- Shepherd volunteer musicians in the Christian life
- Oversee and maintain the music library
- Arrange for instrument maintenance, repair and tuning
- Insure that the Music Ministry complies with all legal requirements related to the performance of copyright-protected works of music
- Compose, arrange, and write out music as needed
- Maintain a regular prayer life with the various music ministries
- Demonstrate a Ministry of Presence by participating in the life of the parish and community

## **Salary and Benefits**

- Competitive salary commensurate with professional experience
- Accrue 28 days of paid time off per year
- Two weeks' professional time off
- Full Health Care (Health, dental, eye) per the parish and diocese guidelines
- Church Pension (employer contribution of 5%)

## **Musical Equipment:**

- Three manual Allen Renaissance Organ
- Kawai baby grand sanctuary piano
- Steinway baby grand rehearsal piano
- 5 octave Schulmerich hand bells and 2 octave Suzuki chimes
- Music rehearsal room, office, library, and classroom space with five electronic pianos

## **2016 Saint Bartholomew's Parish-wide Worship and Music Strategic Goals:**

Have additional vibrant worship services beyond our current services

- Implement "traditional" Anglican services outside our current scheduled worship services (i.e., choral Evensong, Taizé, etc.)
- Introduce inter-generational worship curriculum in conjunction with our weekend services or as a mid-week service
- Develop youth as worship leaders

Take our worship and music out into the community

- Christmas caroling
- Pilot opportunities to take our services into the community (e.g., ashes-to-go, blessing of the animals, choir(s))

Incorporate youth in all facets of worship service

- Develop a comprehensive program to ensure youth are active participants in all aspects of weekly liturgy – including but not limited to: acolyte, greeter, usher, chalice bearer, lector and music participation.

Worship Space

- Revise existing worship space to accommodate 75 to 150 additional persons
- Concurrently develop a longer-term strategic vision with options, projections and timelines for a facility that will accommodate 400-500 persons

Link to the complete 2016 strategic plan:

[http://e978beb84c2105f83d70-8e99ca2d389738d7c45ecc30ca373a64.r52.cf2.rackcdn.com/uploaded/s/0e4737303\\_1450293889\\_st-barts-strategic-plan-with-goalsdec2015.pdf](http://e978beb84c2105f83d70-8e99ca2d389738d7c45ecc30ca373a64.r52.cf2.rackcdn.com/uploaded/s/0e4737303_1450293889_st-barts-strategic-plan-with-goalsdec2015.pdf)

## **Application Process:**

Individuals interested in the position must submit a résumé/CV with three professional references. An audio and/or video file demonstrating musical talents must be included. Audio/Video files can be posted by use of an external website (i.e., YouTube) and a link included in application materials. Information must be sent to: Parish Administrator Beth Dean at [bdean@stbartschurch.org](mailto:bdean@stbartschurch.org) and Search Committee Co-Chair Tim McLellan at [tmclellan@stbartschurch.org](mailto:tmclellan@stbartschurch.org).

**Deadline to apply is February 9, 2018 by 5 pm PST.**

The position will be available in July 2018