

The Episcopal Church of the Advent in Spartanburg, South Carolina, is seeking a full-time Organist/Choirmaster to inspire, grow, and guide our music ministry.

We are a warm, friendly, and inclusive community dedicated to living out our vision statement: "That Christ's Light Be Seen in Us." The Advent was founded in 1848, and its beautiful stone church building – constructed in 1864 and on the National Register of Historic Places – is the heart of our campus. The parish welcomes the faithful of all ages through a busy schedule of beautiful liturgical services, Christian formation offerings, and many opportunities for fellowship and service. Our historic Gothic sanctuary, chapel, and bell tower, together with the church yard/columbarium and modern Parish and Community Life Center, comprise a calm and inspiring presence in downtown Spartanburg betokening our role in the spiritual and civic life of the city.

Located in the Upstate of South Carolina in sight of the Blue Ridge mountains, Spartanburg is a growing and increasingly vital city. Its remarkable musical heritage ranges from shape-note hymnody to southern rock 'n' roll to the Spartanburg Philharmonic and to Converse University's Petrie School of Music. Seven local colleges and universities play cultural and intellectual counterpoint with the city's textile tradition and modern manufacturing, distribution, and business prowess, making the city a fascinating place to live, engage, and grow.

Our Organist/Choirmaster will develop, lead, and oversee children, youth, and adult ensembles. For weekly and other services, he/she will play the organ and prepare and conduct the service choirs, handbell, and occasional instrumental ensembles, relating music to the themes of each worship service, and drawing from the deep Anglican music tradition as well as from other sources.

We are seeking an expert musician with a heart for developing and nurturing choirs in a variety of styles, who is familiar with or interested in learning the liturgy of the Episcopal Church, and who is adept at integrating music as an enhancement to the liturgy, along with having an essential knowledge of the organ and of choral music. The Advent's Flentrop, installed in the church loft in the late 1980's, offers 2 manuals, 3 divisions, 29 ranks, and 24 stops.

Qualifications include a master's degree or equivalent and demonstrated excellence as a keyboardist, ensemble director, and church musician. Salary is commensurate with experience at a range of \$50,000-\$55,000, plus healthcare and retirement benefits.

For a complete job description, please click on the accompanying link entitled *Organist/Choirmaster*; and to apply for this position, please send the following materials to the Rev. J. Edward Morris, Rector, at nmorris@churchofadvent.org:

1. Letter of Inquiry
2. Resume/CV
3. Performance Link of Organ Playing and Choral Conducting

The Episcopal Church of the Advent Job Description

Job Title: Organist/Choirmaster

FLSA Status: Exempt

Work Schedule: Full-Time

Position Summary: The Organist/Choirmaster will develop, direct, and coordinate a comprehensive music ministry for children, youth, and adults that will strengthen involvement and build energy and enthusiasm for the music ministry at the Episcopal Church of the Advent while enhancing the worship experience for the entire parish.

Reporting Relationship: Reports directly to the Rector

Other Key Relationships:

- Internal: Director of Christian Formation, Director of Communications, Youth Director, Director of Children and Families, Parish Administrator, Clergy, Vestry, Parishioners, and other church staff
- External: Vendors, Local Musicians, and Artistic Organizations

Essential Job Functions and Primary Responsibilities:

- Oversee the entire music program of the Advent
- Work closely with staff and clergy in regular worship planning to provide unified, inspiring, and cohesive liturgical services
- Direct or oversee all choirs, handbell ensembles, carillon guild, orchestral ensembles, and other musical activities of the church
- Encourage, develop, and grow lay volunteer talent within the congregation
- Recruit and supervise all section leaders of the adult choir and other guest musicians
- Plan musical events at the church which serve as outreach opportunities to the broader Spartanburg community
- Work closely with the Music Committee and the Liturgy Commission in the areas of liturgical planning and leadership
- Assist in preparation and monitoring of the music budget
- Accompany and oversee music for weddings and funerals for which the Organist/Choirmaster may receive bench fees and/or additional honoraria
- See to the regular maintenance of the organ, pianos, and other musical instruments owned by the church.
- Maintain the music library in an orderly manner and purchase music and music supplies
- Attend staff meetings, staff retreats, and other events as required
- Contribute to the vibrant life of the parish

Competencies:

To perform this ministry successfully, the Organist/Choirmaster should possess the following knowledge, skills, abilities, and behaviors:

- **Musical skills**—Exceptional keyboard skills, including all kinds of worship genres (especially traditional liturgical music); outstanding choral and ensemble conducting abilities; an extensive knowledge of a variety of worship repertoire; a deep understanding of the musical needs of a worship environment; the ability to learn music quickly and teach it effectively; the ability to adapt musically to unforeseen circumstances
- **Communication Skills**—Excellence in writing and speaking to convey information to staff members and parishioners of all ages; the ability to listen in order to build and maintain positive relationships with children and their families, staff, guests, and all others; the ability to communicate effectively using various tools and technologies: phone, email, letters, notes, cards, newsletter articles, social media, flyers, and other technologies as they become available
- **Interpersonal Skills**—An attitude of openness, interest, curiosity, acceptance, and engagement toward all who are encountered; a good sense of both humor and patience; the ability to uphold confidentiality and trustworthiness
- **Leadership Skills and Initiative**—The ability to inspire and motivate others in a safe and inclusive environment; the initiative to, without prompting, take proactive steps and manage and improve situations and operations; the capacity to be innovative, responsible, and insightful
- **Adaptability and Good Judgement**—The ability to adjust to and thrive in a dynamic changing environment; the willingness to make decisions, exhibit sound and accurate judgement, and make timely decisions while maintaining a disposition that is coachable, receptive, and constructive
- **Teamwork, Planning, and Organizational Skills**—The ability to work cooperatively with fellow staff members, parishioners, volunteers, vendors, and others to achieve the Advent’s mission and vision; the ability to plan and prioritize work activities, use time efficiently, and develop realistic action plans; the aptitude to establish and adhere to deadlines through effective time management
- **Problem Solving**—The ability to identify and resolve problems in a timely manner using good judgement; the ability to gather and analyze information skillfully; to exhibit a willingness to ask for help

Qualifications and Experiences

- A Masters in Music in an appropriate area or equivalent experience.
- A demonstrated ability as a leader of church music, preferably in a liturgical style of worship

Physical and Other Requirements

- Works in a clean and healthy environment
- Will usually work inside a climate-controlled environment, but may at times be required to conduct business outside

- Required to stand, sit, push, bend, lift, lean, and walk/move around without encumbrances
- May be required to lift items up to 30 lbs.

Job Description Acknowledgement and Acceptance

This Job Description is not intended, and should not be construed, to be an exhaustive list of all Job Functions, Accountabilities, Competencies, Skills, and Work Environment/Conditions associated with this job. It is meant to be an accurate reflection of principal job elements useful for recruiting and selecting employees, assigning work, and evaluating performance. Additional responsibilities may be assigned and management retains the right to change this job description at any time. Acceptance of this Job Description does not constitute an employment agreement or contract. The Episcopal Church of the Advent is an at-will employer and reserves the right to terminate employment for any reason or no reason, with or without notice to the employee.