



St. James' Episcopal Church  
Skaneateles, NY

Dear Candidate,

I am delighted that you are interested in becoming a part of the St. James' Episcopal Church Family. I have served as the rector of this parish since September 1, 2024. We are currently seeking a way to expand our leadership team to support our music ministry with an organist/music director. Our current organist is taking a new position creating space for a new team member that can continue to support our choir and thriving music ministry. This is a part-time paid staff position with competitive salary compensation.

As our organist and music director, you will be responsible for playing all holy days and one weekly Sunday service, choosing music for our weekly services, as well as administrative tasks for music licensing compliance. In addition, you will also have right of first refusal for all funerals and weddings which are paid events outside of the normal compensation. More information about the life of the St. James' parish can be found on our website [StJamesSkan.org](http://StJamesSkan.org).

If you are interested in joining our joyous staff and congregation, please send a copy of your CV and resumé to me at [pilar@stjameskan.org](mailto:pilar@stjameskan.org).

Yours in Christ,  
Mother Pilar



## Organist and Choir Director Position at St. James'

<b>Incumbent</b>		
<b>Reports to:</b>	Rector	
<b>Compensation</b>	\$20,000/Negotiable	
<b>Benefits</b>	Workers' compensation insurance, as provided by State law.	
<b>Full/Part-time</b>	Part-time	If Part Time, Average of 17 hours/week
<b>Last Updated</b>	June 2025	

**Purpose:** Lead, enable, and enhance worship through organ and choral music as a means of *igniting passion for Jesus Christ to change lives.*

### Observable Qualifications:

- Exhibits a strong faith in God and a commitment to grow as a follower of Jesus Christ.
- Shows an ongoing passion for enabling and enhancing worship through organ and keyboard music with the desire to continually develop as an organist.
- Shows an ongoing passion for leading an adult choir, with the vision, skills, and desire to develop a choir of diverse ages and backgrounds.
- Demonstrates good interpersonal skills and a willingness to strengthen those skills.
- Demonstrates ability to work effectively in team situations.
- Demonstrates aptitude as a self-starter who is able to motivate and manage others.
- Gifted vocally in addition to being familiar with and talented in a variety of choral repertoire.

### Job Description:

1. To serve as organist for St. James' traditional worship service.
2. To serve as choir director for St. James' traditional worship service September through May.
3. To select and prepare hymns, service music, organ and choral repertoire - in consultation with the Rector - that will lead, enable and enhance worship.
4. To work collaboratively with other staff members, especially the Director of Contemporary music, in creating and leading special combined worship services such as Holy Days and Days of Community Service.

### Specific Responsibilities:

1. Maintains personal practices that will enable growth as a follower of Jesus Christ.
2. Supports the leadership and vision of the church.
3. Works in collaboration with the Rector and other members of the staff.
4. Plays the organ and directs the choir for Sunday morning, Holy Days, and special services.

5. Chooses and prepares hymns, service music, organ voluntaries, and choral music that will lead, enable and enhance worship. The Rector will render final approval.
6. Utilizes effective leadership skills to enhance the choir's participation, growth, and alignment with St. James' mission, vision and core values.
7. Teaches and promotes the understanding of choral music for the purpose of leading and enabling worship.
8. Prepares, conducts and accompanies weekly choir rehearsals including preparation of the choir to learn anthems, hymns and service music to vocally support the congregation in worship.
9. Recruit, train, and manage volunteer musicians.
10. Actively seeks and encourages incorporation of new choir members.
11. Teaches and promotes congregational singing.
12. Attends staff meetings weekly, the annual staff retreat, and participates as a team player.
13. Meets monthly with the Rector.
14. Creates and administers a budget for support of traditional worship including guests, communicating those needs to the Finance Committee to anticipate funding during the annual budget process.
15. Secures and prepares a substitute organist, and if needed a substitute choir director as well, as approved by the Rector, to cover any Sundays off.
16. When necessary, secures and prepares guest musicians for Sundays when the choir is not singing.
17. Schedules the repair, maintenance and tuning of the organ and other musical instruments owned by the church as required, within the established budget.
18. Manages and maintains the choral library.
19. Supports own personal and professional health through networking, pertinent continuing education, and taking regular vacation periods as approved.
20. Oversees St. James' compliance with all applicable copyright laws and ensures streaming and usage data is properly reported to licensing organizations (OneLicense, CCLI, etc.).

### **Additional Agreements:**

#### **Weddings and Funerals:**

The Organist shall have the first right of refusal as organist / keyboardist for all weddings and funerals that take place within the church. If they are not available to play for a wedding or funeral, it is their responsibility to recommend an alternative. In the event another musician is requested to perform in whole or part at a wedding or funeral, the Organist must approve and ensure that the musician has the capability to adequately perform the service. Fee structure is funerals: \$150, weddings: \$250. The church invoices and pays out the Organist.

#### **Fees:**

The Organist, at their discretion, may receive revenue from additional sources, such as singing, providing lessons, or other occasions and will determine fees as appropriate to be paid by the requesting party.

**Vacation:**

The Organist-Choir Director shall receive three Sundays as paid vacation, shall advise the Rector sufficiently in advance of the vacation date to be taken and will ensure that a substitute is in place for that Sunday. Other time off may be taken, with the agreement of the Rector, provided it does not become disruptive to the program. In such case, the Organist-Choir Director shall be responsible to pay for a substitute.

**Additional Time Away:**

In addition to vacation, the Organist-Choir Director is entitled to time away, in addition to vacation, for any professional development, continuing education, and work of the church (i.e. committees of the church and performances) that enhance faith and work life. This time will be agreed upon between the Rector and Organist-Choir Director on a need-based basis.

**Sick Leave:**

The Organist-Choirmaster shall be granted one Sunday of non-emergency paid sick leave and will ensure a substitute in that event. In the event of an extended illness the Vestry shall give due consideration to the extension of sick leave.

**Termination**

The Rector may terminate upon one month's notice.

Rector \_\_\_\_\_ Date \_\_\_\_\_

Organist/Choirmaster \_\_\_\_\_ Date \_\_\_\_\_