

Job Posting
Director of Music



21 Marathon Street Arlington, MA 02474
OurChurchCircle.org

September 17, 2025

Church of Our Saviour is a small, vibrant Episcopal church with about 30-40 people on a Sunday. Theologically progressive and attuned to social justice, we have an active ministry with children. Our 10 a.m. Rite II Eucharist draws not only on the 1982 Episcopal hymnal, but also on all other collections published by the Episcopal church in the last 30 years, and also music from the Iona community and many other sources. Our monthly intergenerational service and other special services include music that is appropriate for all ages to sing together. We use both piano and organ for worship and encourage the participation of musical members of all ages.

The people of Church of Our Saviour are tech savvy and open to new ideas. The parish is full of creativity, expressed in the visual arts, science, and singing. Diversity in the congregation is valued, and there are a number of LGBTQ+, interfaith, neurodiverse, and multiracial households. Faith is rich and real.

We are searching for a Director of Music qualified to lead and choose music of varying styles and able to work with musicians of varying abilities, so that our worship reflects the diversity, spirituality, and creativity of our community. Important qualifications include:

- **Creative and innovative spirit** with an interest in integrating technology to enhance musical worship (e.g., digital organ, remote worship). Must be comfortable being recorded and streamed using platforms like Zoom and YouTube.
- **Excellent communication skills** with the ability to effectively collaborate with the rector, staff, pick-up choir members, and congregation
- **Strong organizational abilities**, particularly in cataloging and maintaining our sheet music library and coordinating musical resources
- **Efficient time management skills** for balancing rehearsals, worship services, special events, and administrative responsibilities

Compensation is dependent on the education and experience level of the successful applicant. The ideal candidate will be flexible, able to direct a small pick-up choir (3-5 persons on a given Sunday), and interested in planning music

collaboratively with the Rector and Lay Minister for Christian Formation, both of whom have sung outside the parish. Knowledge of Episcopal liturgy and music would be helpful.

Interested candidates should send a cover letter and resume to hiring-committee@church-of-our-saviour.org.

The Director of Music provides the following services and abides by the following duties and responsibilities:

- 1) The Director is responsible for planning and implementing the church's music program, directly accountable to and under the supervision of the Rector of the Parish in accord with the canons of The Episcopal Church.
- 2) The Director provides piano, organ, or other suitable instrumental music for the regularly scheduled Sunday morning worship services for the twelve-month calendar year. This is generally the 10am Sunday service, plus playing the piano at a once-a-month 30-minute Eucharist oriented to Toddlers and their families. The Director also provides for special services during the calendar year, including, but not necessarily limited to, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, The Great Vigil of Easter, and any other special services as agreed upon by the Rector and the Director.
- 3) While we do not currently have a formal choir, the Director is encouraged to form, direct, and accompany a pick-up choir several times throughout the year for special worship services, with the potential of more regular singing in the future. On these days, rehearsals would typically take place 30-45 minutes before the service. As appropriate and available, the Director provides opportunities for soloists, instrumentalists, and singers of all ages to participate in the music program. As necessary, the Director is available to accompany such supplemental musicians. The Director also has discretion within the available music budget and with approval of the Rector to employ professional or semi-professional musicians for 1-2 special services a year.
- 4) In collaboration with the Rector (and for intergenerational services, the Lay Minister for Christian Formation), the Director of Music selects hymns, responses, canticles, and other music for use during weekly services; all selections, however, are subject to the final approval of the Rector.
- 5) The Director oversees the condition and maintenance of all musical instruments owned or employed by the parish (currently 2 pianos and a Hauptwerk organ) and has authority to enter into contracts and other service obligations to meet such ends, provided all such contracts and obligations comply with the available resources budgeted for such purposes.

- 6) The Director has primary responsibility for the selection and ordering of new or supplemental choral and instrumental music and shall enter into contracts and obligations to such ends, provided all such contracts and obligations comply with the available resources budgeted for such purposes.
- 7) The Director abides by copyright laws by reporting hymn use in a timely manner to our licensing agency.
- 8) When on vacation or otherwise absent, the Director shall arrange for appropriate substitute musicians unless other suitable arrangements have been made and approved in consultation with the Rector.
- 9) The Director meets regularly with the Rector and the Liturgy Committee to plan liturgy and worship.
- 10) The Director plays for occasional weddings and funerals as needed or finds a substitute as needed. (Weddings and funerals are paid for by the families and provide additional compensation.)

Average Contact Hours (in church, performing, or rehearsing with other musicians): 3 hours per week. Average estimated hours per week for planning, administration, preparation, and practicing: 7-9 hours

Total hours estimated for the position: 10-12 hours per week. Vacation Days and Sick Days are by contract, generally 4 vacation Sundays in each year and 2 Sick Days. Compensation is in the \$14,000-15,000 range, depending on the education and experience level of the successful applicant. Interested candidates should send a cover letter and resume to the Rector, Malia Crawford, at hire-committee@church-of-our-saviour.org. Candidates without a cover letter and resume will not be considered.

Statement of Non-Discrimination

As a parish of the Episcopal Diocese of Massachusetts, Church of Our Saviour does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, national or ethnic origin, color, religion, sex or gender (including pregnancy, sexual orientation, gender expression, and gender identity), age, disability, genetic information, military service, or any other characteristic or class protected under applicable federal, state, or local law. The church complies with all state and federal laws that prohibit discrimination, including Title VII of the Civil Rights Act, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Equal Pay Act and the Age Discrimination in Employment Act.