

**Part-Time Organist and Choir Director**  
**St. Paul's Episcopal Church,**  
**Morris Plains, NJ 07950**

*St. Paul's Church, a parish in the Episcopal Diocese of Newark, is located in Morris Plains, Morris County, NJ. The strength of the parish is founded upon its diversity. St. Paul's Church is an openly inclusive, family centered parish. Everyone is welcome, regardless of where you are on your spiritual journey.*

**General Expectations:**

The Organist and Choir Director is a permanent part-time employee of St. Paul's and:

1. Meets with and reports to the clergy 4-5 times a year for seasonal planning of liturgy and music.
2. Plans the music and plays the organ and piano for regular and occasional worship services.
3. Recruits, rehearses and leads other musicians and the choir within St. Paul's worship program.
4. Oversees any monies budgeted for the music program.
5. Maintains a library of parish owned music and orders additional music as budget permits.

**Specific Responsibilities:**

The Organist and Choir Director will:

1. Play the hymns and service music for the principal worship service each Sunday at 10 a.m.
2. Play the hymns and service music for worship services on the following days that do not fall on Sunday:  
Thanksgiving Eve, Christmas Eve (2 services), Ash Wednesday, Maundy Thursday, and Good Friday.
3. Select appropriate hymns, anthems and service music for scheduled worship services.
4. Rehearse with the choir weekly from September through Trinity Sunday. In the summer months the choir continues to rehearse before the 10 a.m. service; that is the only rehearsal during the summer months. Also, rehearse with other musicians when scheduled. (Rehearsal days are flexible), as well as a short rehearsal before the Sunday 10 a.m. service. All music selected for worship use.
5. Be available to meet with the Priest-in-Charge for seasonal worship planning.
6. Schedule a sub musician to play for regularly scheduled services when time off is taken.

The Organist and Choir Director may:

1. Elect to be the musician for weddings and funerals when organ or piano music is planned. An additional honorarium will be provided for these services.
2. Provide a list of persons who may use the organ and piano without specific permission.
3. Act as the Priest-in-Charge's agent in approving music to be used at weddings and funerals.

**Time Requirements:**

- One weekly choir rehearsal from September through June. (The timing of choir rehearsals is negotiable based on the candidate's and choir's availability.)
- Sunday mornings and major feast days as outlined above.
- Personal rehearsal time.

**St. Paul's will provide:**

- Competitive compensation for this 8-10 hour/week position paid semi-monthly.
- The employer's share of Social Security taxes.
- Workmen's Compensation insurance.
- Use of parish owned musical instruments for giving lessons on site.
- Three (3) weeks of paid vacation time per year.

**The Organ**

Designer & Builder: Schlicker Organ Company, Inc.  
Buffalo, New York

Installed: 1967

Specifications: 7 registers  
9 ranks  
545 pipes  
2 manuals, pedal, 30 stop tablets, rendered expressive by swell shutters

Pipes:	16' Untersatz	12 pipes	8' Salicional (stopped bass)	73 pipes
	8' Principal	12 "	2' Rohrfloete	61 pipes
	8' Gedeckt	61 "	II-III Mixture	143 pipes
	8' Voix celeste	49 "	16' Basson-Schalmai	73 pipes
	4' Octave	61 "		

**The Choir and our music**

Our six-member choir is small but enthusiastic. Many members are age 60+ with the exception of one college student. The choir includes 1 soprano, 3 alto and 2 tenor voices. Most can sight-read, while others can learn their parts in one or two run-throughs. There is good familiarity with both hymns and the service music in the *Hymnal 1982* and *Lift Every Voice and Sing* (LEVAS). There is a moderate-sized library of anthems suitable for the various seasons of the church year. It reflects a variety of music styles and is in need of updating. We have a music budget as part of our operating expenses, which is in place to purchase of new music and other items required for our music program.

Our choir sings hymns, service music and generally one anthem at the principal service at 10 am each Sunday from September through mid-June. Currently, they rehearse on Thursday evenings from 7:30-9 pm and warm up at 9:30 am on Sunday mornings. During the summer individual choir members arrive early and sing as a "pick up" choir to assist the congregational singing and responses. Parishioners are invited to join in. Choir members do not vest during the summer.

If you are interested, please send your resume to [rectorstpaulsmp@optonline.net](mailto:rectorstpaulsmp@optonline.net)

***References upon request***