

WILLIAMSBURG BAPTIST CHURCH

Position Title: Organist/Choir Director

Employment Classification: Part-Time, Non-Exempt (10-12 hours per week); 12 month.

Benefits: This hourly position is not eligible for WBC benefits (leave, health insurance, retirement). Two weeks of unpaid vacation time may be taken yearly.

Compensation: Annual compensation of \$15,600 based on \$30.00 per hour for an average of 10 hours per week, paid bi-monthly.

Scope and Objectives

- The Organist/Choir Director is responsible for planning, preparing, and delivering solo, choral, organ, and other instrumental music for Sunday worship services and occasional special services (for example, Christmas Eve and Maundy Thursday or Good Friday) in coordination with the Pastor as necessary.

Supervision

- The Organist/Choir Director serves under the direct supervision of the Senior Pastor in cooperation with the Worship Council's Music Coordinator.

Work Schedule:

- Sunday mornings from 9:15 am – 12:15 pm; weekly choir rehearsals on Wednesday evenings from 7:30 to 9:00pm.
- Time commitment for this position is defined as ten to twelve hours per week, it is understood that only a portion of this time will be spent at the church (worship services, choir practice, etc.), with the remainder being spent outside the church in such tasks as necessary (preparation, practice, etc.) to satisfactorily fulfill the requirements of the position.
- Any additional services will be coordinated by the Senior Pastor, Worship Council and the Worship Council's Music Coordinator.

Responsibilities

- Provide music opportunities that are earnestly prepared, theologically sound, appropriate to the lives of individuals and the times, and well delivered.
- Conduct weekly choir rehearsals on Wednesday evenings from 7:30 to 9:00pm.
- Oversee the recruitment and supervision of Choral Scholars, in conjunction with the Worship Council's Music Coordinator.
- Lend support to exploring new styles and contributions to worship.
- Attend monthly Worship Council meetings, when possible.
- Arrange and coordinate guest soloists and other musicians in conjunction with the Worship Council's Music Coordinator.
- Arrange for a substitute during absences in collaboration with the Senior Pastor and Worship Council's Music Coordinator and other appropriate church staff and organization.
- Ensure that the organ and pianos in the Sanctuary and South Wing are maintained properly. The organ is a Petty-Madden 3-manual, 24-rank pipe organ; the sanctuary piano is a Steinway 5'7" Model M Studio Grand.

- Conduct a visual and functional inspection of the organ and pianos monthly.
- Provide pro-active, preventative maintenance suggestions to the Worship Council's Music Coordinator.
- Ensure that all copyrighted music printed for congregational use and/or streamed during weekly worship or other services (weddings, funerals, etc.) is reported to the appropriate copyright licensing services (OneLicense or CCLI) and acknowledged in the service bulletin.

Minimum Qualifications

- Proficiency and requisite training in both organ and piano at an appropriate level for our music program.
- Proficiency with one or more music scoring/editing/transposition software programs, such as Dorico, SmartScore, and/or Musescore.
- Experience in choral conducting and choir leadership.
- Experience in leading congregational singing and in choir and solo accompaniment.
- Familiarity with a variety of hymns and choral repertoire for the church year. • Willingness to engage people positively and accept constructive criticism.

Church Profile

WBC was founded in 1828 and is located near Colonial Williamsburg and the College of William and Mary. Our church can be described as liturgical in worship and moderate-to-progressive in theology and mission. We are LGBTQ+ affirming, social justice oriented, and rooted in the Biblical vision of God's liberating justice and peace. WBC seeks to develop a spiritual formation program where all ages can worship, learn, connect, and serve in ways that contribute meaningfully toward a lifelong faith journey.

Additional Requirements:

- Background check (including sex-offender registry) prior to official hire.