**Grace Episcopal Church – Kilmarnock, Virginia**

**Job Description for Organist & Choirmaster (Part-Time - 20 hours per week)**

We are seeking a musician with excellent abilities in playing organ, leading the congregation in hymnody & service music, and conducting and developing a choir and handbell choir. The person we seek possesses a high level of leadership and organization skill, communicates well and works collaboratively with clergy and staff. Our Organist & Choirmaster will provide musical support for worship at two weekly Sunday services (8:00a.m. and 10:30am) as well as some non-Sunday holy days such as those around Christmas and Easter. Our Organist & Choirmaster will have an option to play at weddings and funerals and will be paid a separate fee beyond base salary for these occasions.

Grace Church is the largest rural church in the Diocese of Virginia with a rich history of musical excellence. We are a congregation that understands that music plays an integral role in elevating our liturgy and worship. Grace Church maintains strong affiliations with the Northern Neck Orchestra, The Grace Celtic Musicians, and the Chesapeake Chorale, which all contribute to the vibrant music culture in the area.

Grace Church is yoked with Historic Christ Church in Weems for summer worship where a custom-built organ was installed in 2025. The organ at Grace Church in Kilmarnock is a 25 rank Parsons that was installed in 1996 and is the finest organ in the entire region.

Grace Church hopes that our music program and ministries will grow in new ways from participation with our new Organist & Choirmaster even as we hold true to our Anglican and parish traditions. By further developing and growing our music ministries, we seek to support stronger connections between our church and the broader community.

If interested in applying for this position, please email the following to the Rector, Rev. Kimberly Glenn (Kim@GraceEpiscopalKilmarnock.com)

• Résumé

• Two references

The Rector and Vestry will review résumés upon receipt and arrange an audition on a mutually agreed upon day and time.

(For the audition applicants should be prepared to choose and play two pieces from service music and two Hymns.)

**The Organist/Choirmaster Position Responsibilities**

* Participate in the creative planning of the Sunday and special services with the clergy.
* Identify licensing authority for music to be performed, report with worship plan each week to include most music usage (hymns, choir, organ/piano music) to OneLicense, RiteSong, or CCLI on a weekly basis.
* Recruit, equip, motivate, supervise and shepherd choir members, music team leaders and musicians.
* Manage the music budget that covers materials for choir, worship and other performances as well as maintenance of church instruments: one pipe organ, three baby grand pianos (2 Steinway, 1 Baldwin), a complete set of handbells and chimes, and a keyboard for the chapel.
* Write a brief (2-3 paragraph) weekly meditation on music for email distribution to the congregation. (May include a link to recorded music.)
* Incorporate prayer at meetings as appropriate.
* Participate in the life and ministry of the church.
* Oversee music for all special and occasional services including weddings, funerals, and public events, in consultation with the Rector and in cooperation with professional singers, affiliated choral ensembles, and/or guest artists.
* The Organist must follow Safe Church policies at all times and must undergo a background check.

**Qualifications for the Organist & Choirmaster**

* Authentic relationship with God.
* Love and respect for people.
* Attested musical leadership and communication skills.
* Ability to organize, coordinate, and motivate musicians and technical team members.
* Sense of humor and positive attitude.
* Strong team player with the rest of the staff and congregation.
* Committed to the church's vision, leadership, and people.
* Dependable, responsible, self-motivated and creative.
* Three years’ experience in church-related setting. Familiar with Episcopal Church liturgy or willingness to become familiar.
* Experience in choral conducting and/or working with church choirs.
* Experience with technical aspects of recording services (video and audio): for example, sound boards, audio/video editing, video/audio streaming software, etc.

**Time requirements**

* 20 Hours per week
* Weekly Staff Meeting
* Weekly Choir/Handbell Rehearsal
* Two Sunday Services (8 a.m. and 10:30 a.m.)
* Preparation and submission of weekly reflection

**Vacation/Time off**

The Organist & Choirmaster may take four (4) weeks off including Sundays, with at least two weeks’ written notice given to the Rector, and arrangements made for a substitute organist to play and conduct choral music.

**Compensation**

This is a part-time position; total hours are negotiable. The salary range is $40,000 - $45,000, commensurate with experience and skill.