

Job description for Music Director at Trinity Episcopal Church, York Harbor, Maine.

The Music Director shall:

1. – provide service music and choir direction for 12 morning Sunday services from June ____ through Labor Day Sunday, _____. Service music will include an organ prelude; canticles, psalms, anthems and/or motets as called for by the Episcopal order of worship (Rite One or Rite Two); and an organ postlude.
2. – with the approval of the Music Committee, hire suitable substitute musicians and/or choir directors as and when needed, whose fees shall be payable by the Music Director from the Music Stipend discussed below.
 - select and prepare a balanced SATB choir of up to 20 voices, and record singers' attendance for their accurate compensation by the Board of Trustees.
3. – report directly to the Music Committee and, through them, to the Board of Trustees, and shall cooperate with the Church in the area of general planning and leadership of the music program.
 - choose appropriate hymns and liturgical music for all Church services, and be available to collaborate with the Pastor or Visiting Clergy regarding musical choices.
4. – be responsible for the selection (subject to the Music Committee's approval) and purchase of all sheet music for the Church's library, in an amount not to exceed the approved budget line item.
 - shall maintain the Church's music library in good order.
5. – report to the Music Committee on the condition and maintenance needs of the Church's musical instruments; the Church shall provide for the proper care of these instruments in an amount not to exceed the approved budget line item.
 - cooperate with visiting organists playing recitals in the Church's summer concert series.
6. – own the copyright to any work composed, created, or arranged, or otherwise modified by the Music Director, during the term of this contract and/or at the direction of the Church.

The Church shall:

7. – provide the Music Director a Music Stipend of \$ _____. This stipend may be shared with substitute musicians and/or choral conductors at the discretion of the Music Director, with the approval of the Music Committee; the stipend shall be paid in three installments at four-week intervals over the season.
8. – permit the Music Director to use the Church's facilities (organ, piano) for private teaching. Times of lessons and use of facilities will be scheduled so as not to conflict with the Church's program needs.
9. – ensure that the Music Director will have first priority to provide music for all weddings, funerals or other services requiring organ music, for reasonable professional fees negotiated directly with the parties requesting the service.
10. – review this document with the Music Director at the end of its term. This review shall include an evaluation of working relationships and job performance for the contract period.

Termination:

11. This agreement may be terminated with the mutual consent and agreement of all parties in writing on at least two weeks' notice; or by the Church for cause at any time.