

CHRIST CHURCH PORTOLA VALLEY & WOODSIDE

MUSIC DIRECTOR

Music is an integral part of worship at Christ Church and is offered in the rich Episcopalian tradition. Christ Church features a magnificent Visser-Rowland Opus #97 pipe organ built in 1992 and enlarged in 2001. The organ is a 3 manual, 30 rank tracker action instrument that is well suited to accompaniment of congregation and choir as well as solo repertoire. The full specific specifications of the organ may be viewed on the [Christ Church website](#). The Christ Church campus also features a soaring carillon with 35 bells cast by the renowned Royal Eijsbouts foundry in the Netherlands. The carillon may be played electronically from the organ console or a control system.

Responsibilities

The core areas of responsibility for the Director of Music relate to the organ, adult choir, and liturgy. The Director of Music contributes generally to parish life. Therefore you must have a compassionate presence with people, ability to keep confidentiality and inspiration to transform us with music! You will report to the Rector and will work collaboratively with Church staff and congregational leaders, including other associated clergy, the Director of the Carillon Preschool, lay leader of the children's choir and Youth Advisory Team.

The Director of Music is responsible for:

- Playing the organ at two Sunday morning services, at 8:00 a.m. and 10:00 a.m.
- Occasionally playing at an evening service.
- Directing the adult choir from September through June. The choir has an evening rehearsal during the week and one on Sunday mornings between services. The adult choir is open to all volunteers without audition; its members include a small stable group of talented and dedicated singers. Ranks swell for holidays, particularly leading up to Christmas and the Music Director puts out an invitation for volunteers for Christmas and arranges for special musicians for Christmas and Easter.
- The Rector is ultimately responsible for the liturgy. The Director of Music will advise and assist the Rector in planning liturgies that include hymns, anthems, and liturgical music (including for church holidays, festivals, and special events).
- Preparing music for publication in the bulletin (with the support of the Parish Administrator) and assisting with publication of bulletins.
- Supporting children and youth ministries in the parish, as led by the Rector, the Children and Family Minister, and the Director of the Carillon Preschool.
- Working with the layperson who conducts the children's choir, including occasional youth services.
- Assisting in opening and closing the campus for services
- Providing occasional services as organist during chapel to the on-campus Carillon Preschool once per semester for each class.
- Attending weekly staff meetings.
- Hiring musicians (particularly for Christmas and Easter), securing rights to music and licenses, maintaining the music library, and assisting the Rector in managing the church's music fund.
- Coordinating maintenance and tuning of church instruments, including organ, piano, hand bells, and their accessories.

- Attending and planning music for church retreats and special events. Assisting the Rector and staff in the organization of these events/engagements of the parish, including the Christmas Banquet, Holy Week, Parish Retreat, etc.
- Attending and planning music for church retreats and special events.
- Organizing a recital series, with 2-4 concerts a year, usually featuring the organ. The Christ Church community provides support for the Director of Music in pursuing additional musical programs and offerings according to his or her areas of strength and interest. Opportunities include commissioning new repertoire for services and special events, leading the choir in Compline at Stanford Memorial church, and organizing performances of larger works by the choirs at Christ Church and neighboring parishes, including sister Episcopal churches St. Bede's, Menlo Park and Christ Church, Los Altos, and immediate neighbors Valley Presbyterian Church and Our Lady of the Wayside Catholic Church.
- Other duties and responsibilities as the Rector may assign from time to time.

Time and Compensation

The position is a part time position (up to 20 hours), with the allocation of days/hours negotiable. Salary will be determined based on experience and qualifications and will be informed by Diocesan standards and the guidelines published by the American Guild of Organists.

The preferred candidate ideally would have the following qualifications and experience:

A Master's degree in music and/or Associate of the American Guild of Organists (AAGO).
 Prior experience as a church, chapel or concert organist, accompanying a church congregation.
 Prior experience as a conductor of a mixed-voice choir in varied repertoire from Anglican chant through recently composed works.
 Knowledge of the Episcopal liturgy, but at least some knowledge of liturgical musicianship.
 Experience playing significant classical and modern works on an organ similar to the Visser-Rowland instrument at Christ Church.

Preferred candidates will be passionate about nurturing the musical gifts of others, and enabling congregants at a wide variety of levels of talents to make music together. They will also be resourceful and have good organizational skills, including the ability to rehearse multiple pieces during rehearsals, ability to anticipate and plan music many weeks ahead of performance, ability to coordinate, plan and schedule pieces based on anticipated choir attendance. The ideal candidate will have experience collaborating effectively with a rector, church staff, volunteers, and parishioners in general, while also being self-directed and comfortable working independently.

To Apply

Interested candidates should submit a cover letter outlining prior experience (including in planning church services), with resume attached, and the names and contact information for 3-4 references the rector can contact. Submissions may also include links to a candidate's profile, videos, online profiles, and/or relevant websites, description of repertoire which the candidate has directed in the past, as well as examples of orders of service or church bulletins that illustrate components of the service for which the candidate has been responsible.

All materials should be sent via regular mail or email (preferred) as follows:

Attn: The Rev. Beth Phillips (Rector)

Postal address: Christ Church, 815 Portola Road, Portola Valley, CA 94028

E-mail: Beth Phillips at motherbeth@ccpvw.org with your name in the subject line. Applications will be accepted until the position is filled.