



**St. Andrew's Episcopal Church**  
354 Main St., Hopkinton, NH 03229  
[www.standrewshopkinton.org](http://www.standrewshopkinton.org)  
603-746-3515

## **Director of Music & Organist, Job Description**

### General information

- Director of Music & Organist, 'permanent' type position
- Part-time, 15 hours per week
- St. Andrew's is a congregation growing in numbers, ministry and budget, with a steady choir and average Sunday attendance of 60 at the sung service, and 75 overall.
- During the academic year we have spoken Rite I Eucharist at 8:00 AM and sung Rite II Eucharist at 10:00 AM on Sundays. Summers, combined Rite II Eucharist at 9:00 AM with hymns (no choir) and organ voluntaries.
- Our parish has an active Organ Committee currently exploring a planned update or replacement of our primary organ, to better support congregational music goals.
- Our parish collaborates actively with local churches of varying denominations, and regionally with other Episcopal churches, including for shared worship.
- We have the possibility and desire for future growth in children's musical programming.
- Our Music budget is appropriate to our program scope, including tuning, supply, continuing education, choir gatherings, and new music & licensing.

### Facilities & Instruments

- The sanctuary of St. Andrew's was built in 1826 and is a unique quasi-Meeting House style structure containing box pews (with doors) and a pair of aisles from back to front. There are five stained glass windows in the nave depicting Biblical scenes and one clear glass window over the Baptistry. The chancel has been redecorated several times in our history and contains a fine reredos constructed by Antonio Lualdi.
- In 2003 St. Andrew's renovated the Parish Office building and built the Great Hall, a large, three story open space with exposed timbers, excellent natural light, and views of the Memorial Garden and picturesque scenery of Hopkinton Village. The Great Hall is utilized for many functions each week and is also used as our worship space during the Epiphany season.
- There is a comfortable choir room with music and robe storage below the Great Hall.
- A generous office space for the Director of Music & Organist on the ground floor of the Parish Office building furnished with desk and chair, seating for visitors, shelving, and piano.
- The sanctuary contains two pipe organs, one in the chancel and one in the gallery. The chancel organ is an 11 rank, one manual and pedal 1874 E. & G.G. Hook & Hastings (rebuilt in 1972 by Jeremy Cooper). The gallery organ is a six rank, one manual and pedal (coupler only) 1875 Henry Erben (rebuilt in 1994 by Jay Zoller).
- There are four pianos at St. Andrew's; an upright in the church, a Steinway baby grand on loan from a parishioner in the Great Hall, a spinet in the choir room, and a spinet in the office of the Director of Music & Organist.

- The Ralph Adams Cram tower atop St. Andrew's is home to a four-bell Meneeley & Co. tower chime played from the gallery.

#### Expectations

- High level of proficiency on keyboard instruments. Primary performance instrument is the E. & G.G. Hook & Hastings/Cooper chancel organ.
- Proficient sight-reading and transposition skills
- Ability to lead and support congregational singing during worship services.
- Familiarity with the flow of Episcopal worship services.
- Comfortable with an emphasis on "traditional" hymns and anthems, with some inclusion of broader hymn-type worship music, and intermittent participation of ensemble musicians.
- Attendance at weekly staff meetings, currently scheduled for Wednesdays at 10:00 AM.
- Lead the choir in weekly rehearsals (Sunday after worship), and warm-up and worship singing Sunday mornings.
- Participation in the Organ Committee, and Worship and Music Committee.
- Approach the position from the perspective of a worship leader, rather than a performer.
- In collaboration with the Rector (Pastor), choose prelude, postlude, hymnody and service music appropriate to the texts and season.
- Provide music/accompaniment for additional services such as Christmas Eve (not Christmas Day, unless it falls on a Sunday) or other liturgical days. Occasional additional duties/services may arise (funerals/weddings), which will be negotiated in advance.

#### Compensation and Benefits

- Commensurate with experience and education, minimum of 3-5 years experience preferred.
- 6 Sundays annual vacation leave.
- Parental leave for birth or adoption of a child by Music Director or spouse.

Inquire and/or send letter of introduction and resume with two professional references to:

The Rev. Reed Loy: [revreedloy@gmail.com](mailto:revreedloy@gmail.com)

Please note: Final applicants will be required to audition.