

**Grace Episcopal Church**  
**106 Lowell Street**  
**Manchester, NH 03101**

**JOB DESCRIPTION: ORGANIST-10 MONTH, PART-TIME POSITION**

**PURPOSE:** It is our prayer and purpose to offer through ritual and repertoire a profound experience of the holiness of God and to empower the people of God to worship reverently and serve faithfully.

**POSITION DESCRIPTION:** Under the supervision of the Priest-In Charge and the leadership of the Choir Director, the organist is to minister at a newly launched 11:15 am Solemn Mass—in the Anglo-Catholic Tradition—at Grace Episcopal Church on Sunday mornings starting in the fall of 2024. The Organist will play in said liturgies as well as the weekly choral rehearsals on Thursday evenings at 7:30 pm and any extra rehearsals as assigned and mutually agreed upon. Participation in a Liturgy Committee once every two weeks will be expected.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Promote the tradition of excellence in music at Grace Episcopal Church.
- Accompany the 11:15 choir rehearsals: one weekday rehearsal on Thursday evening, and a brief rehearsal prior to the service.
- Prepare and perform organ voluntaries, service music, and accompanied choral music in the Anglican Tradition.
- Submit voluntaries to the Parish Administrator for the 11:15 am Sunday service bulletins in a timely manner.
- Complete all safe church trainings as requested by the Episcopal Church of New Hampshire.
- Undertake other responsibilities as requested by the Priest-In-Charge and/or the Choir Director

**PARTICULAR SKILLS:**

- Engage a broad range of organ skills, providing the accompaniment for choirs, small ensembles, soloists (vocal and instrumental), and musically responsive, creative performances of hymns, psalms, and service music.
- Demonstrate a commitment to the preservation and promotion of sacred music at Grace Episcopal Church.
- Communicate effectively with all staff and parishioners, utilizing appropriate written and verbal communication skills.
- Participate in a mutually collaborative and respectful ministry.
- Exercise disciplined organizational skills, coupled with an ability to complete work on time, independently, and with minimal supervision.

**SANCTUARY INSTRUMENTS:**

Andover Organ Company, Opus 76, (1975) 2 manuals, 16 stops, 19 ranks.

Mason and Hamlin Piano (Grand Piano, 6'7")

Estey Organ Company, Military Chaplain Organ (1915) Restored

**SALARY:** A 10-month, part-time position estimated at 8 hours/week, salary is commensurate with education and experience.

**APPLICATION PROCESS:** Please submit a résumé and cover letter to Fr. Edward M. Cardoza at [priest@gracechurchmanchester.org](mailto:priest@gracechurchmanchester.org). Selected applicants will be invited for a live audition and interview at Grace Episcopal Church.