

ST. MATTHEW'S, AUSTIN, SEEKS A DIRECTOR OF MUSIC & ORGANIST OR CHOIR DIRECTOR

JOB SUMMARY:

St. Matthew's Episcopal Church is seeking a full-time Director of Music for our thriving parish in Austin, Texas (average Sunday attendance ~215 and growing). The ideal candidate will serve as the Director of Music, responsible for curating the complete music experience at St. Matthew's, as well as either the Organist or the Choir Director (with the other role to be filled by a part-time person reporting to this position). If you are an Organist interested in a part-time position or a full-time position, we encourage you to apply. The Director of Music works collaboratively with Clergy, Staff, Volunteers, and Community Partners, to incorporate diverse musical experiences into Sunday services and many other aspects of the life of the parish.

Interested applicants please send a cover letter and current resume, along with contact information for at least three references to the Rector, the Rev. Katie Leuba, at HR@stmattsaustin.org. Accepting applicants from July 9, 2025 through August 9, 2025.

OUR MUSIC MINISTRY:

The Music Ministry at St. Matthew's is built on a long-standing tradition of blended musical styles. We believe in presenting the very best possible representations of various musical genres as an offering to God. We place great value on our Anglican musical heritage and also draw from other sources, including the traditional hymnody of many Christian denominations, sacred choral music from both current and historical sources, contemporary worship songs, and anthems and service music from many different Christian Eucharistic traditions. In collaboration with Clergy and Staff, the Director of Music coordinates all music provided for worship services, special sacramental occasions, concerts, and special parish events at St. Matthew's.

OUR CHOIR:

The St. Matthew's Parish Choir is composed almost entirely of parishioners, and performs on Sunday mornings with support from Section Leaders and/or Soloists contracted from the Austin choral community. Currently, the choir numbers have diminished post pandemic and are in need of cultivation and growth. The Parish Choir provides a wonderful opportunity for all people of varying ages and abilities to praise the Lord and experience friendship and fellowship with one another. The choir sings a variety of choral music in worship services and presents special concerts during the liturgical seasons of Advent, Christmas, Epiphany, Lent, and Easter.

OUR ORGAN AND CARILLON:

Installed in 2015, our organ was custom designed by Jean Farris Fuller (former St. Matthew's Music Director and Organist) and Rick Bocock (President of Classical Organs of Texas), and was built by Johannus Orgelbouw b.v. of Ede, Netherlands. The Monarke IV organ's audio system consists of 42 main speakers and 6 subwoofers, divided divisionally into 4 chambers and an antiphonal Echo division. The choir, swell, and solo divisions are under expression. The stops were selected from samples taken from famous outstanding pipe organs in Europe and England. The oak console includes reverse-colored keyboards made of ebony and oak. With 250 combination memory levels, 12 temperaments and built-in orchestral stops, this organ provides

the ultimate in tonal flexibility. In addition to the organ, we have an Adagio II Carillon that rings out from our Bell Tower over the neighborhood.

DETAILED ROLES & RESPONSIBILITIES:

*Note: At any given time if the Director of Music (DoM) does not personally perform one or more of the specific tasks below, then they must arrange for someone else to perform them.

Music & Worship Responsibilities:

- Lead/Conduct regular worship services, including weekly services, Advent/Christmas Eve services, and Holy Week services.
- Collaborate with the Clergy to plan all music for parish liturgies, including providing for the conducting of the Parish Choir and the playing of the Organ, Piano, and/or other instrumental accompaniment.
- Develop, direct, accompany, and provide leadership and ministry to parish choirs/ensembles. The most immediate need is to grow the Parish Choir.
- Although our current focus is to build the Parish Choir, St. Matthew's has a community of musicians who are currently serving in worship, and the Director of Music is expected to incorporate current musicians in worship.
- Recruit, hire, and train guest vocalists and musicians to add to in-house talent or cover vacations for Sunday worship services or other worship services.
- Rehearse weekly (or as otherwise specified) with each of the groups. The majority of these groups do modified practice schedule (or cease practice) during the summer months, resuming regular practice in August.
- Provide music for all weddings and memorial services held on the Church premises if held during the DoM's work week or if the DoM is otherwise available at the time of the event. If the DoM is not available, or other musical accompaniment is specifically requested by the family, the DoM shall assist in the hiring and directing of any substitute musicians. The services of other organists may be used only with the explicit permission of the DoM. St. Matthew's has a tradition of ensuring that honorariums are provided.
- Organize and create weekly worship bulletins for the regular Sunday worship services.

Miscellaneous Responsibilities:

- Develop, manage, and operate within the Music budget, including: instrument maintenance costs, security, choir expenses, musician compensations (paid vocalists, instrumentalists, or substitute musicians), choir vestments, and all other music-related needs.

- Hire, direct, and supervise instrumental and vocal soloists.
- Direct and supervise the use, maintenance, and security of all parish instruments.
- Supervise maintenance, storage, cleaning, and if needed replacement, of choir vestments.
- Select and purchase all music and music supplies, including: maintaining the music library in an orderly fashion and with a suitable number of authorized copies of musical pieces to enable performance of those pieces by the choirs, ensembles, or soloists.
- Obtain and maintain, on behalf of the Church, all necessary permissions and authorizations prior to any reproductions of copyrighted materials. Refrain from engaging in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Church or its affiliated organizations to liability for penalties under existing or future copyright laws.
- Provide opportunities for the choirs to attend and/or participate in festivals or concerts with other choirs or music directors.
- Attend weekly staff meetings and other committee meetings, as needed. Participate in the life of the staff by attending staff retreats, special events (holiday parties, luncheons, etc.).
- Regularly engage in opportunities for personal, spiritual, and professional development. Generally, these items are budgeted and approved in advance for each calendar year.
- Represent the church in a positive, friendly manner, always working to enable the many and varied ministries of our parishioners.
- Abide by all church policies including but not limited to those related to confidentiality, computer usage, personnel policies, facilities usage policies, finance policies, and Diocesan required policies for the protection of children and other employees.
- Facilitate live music in the Northwest Hills area, bringing groups in and negotiating quid pro quo contracts along with the Business Manager of the church.