Pastoral Associate for Liturgy & Music Job Description

Overview

St. James Episcopal Church is a pastoral-size congregation located in San Francisco’s Inner Richmond Neighborhood. We are a progressive parish that honors tradition while being open to contemporary expressions of faith. Our worship is reverent, participatory, and joyful. Music for all ages is an integral part of our liturgical life.

We are seeking a Pastoral Associate for Liturgy & Music who is well versed in a variety of musical genres to lead our congregation and volunteer choir in singing. The successful candidate will be familiar with the broad tradition of church music and the Episcopal liturgical tradition, a gifted organist and choral director, comfortable working with adults and children, self-motivated and able to work collaboratively under the supervision of the Rector to create beautiful and meaningful worship experiences. Preference is given to those who are proficient organists, however, talented pianists with a capacity to develop as organists also will be considered.

The Pastoral Associate for Liturgy & Music is a part-time, non-exempt position (approximately 15 – 20 hours per week).

St. James is an equal opportunity employer and does not discriminate in hiring practices. We celebrate diversity and are committed to creating an inclusive environment for all employees. Women and people of color are strongly encouraged to apply for the position.

Essential Responsibilities

- In collaboration with the Rector, seek to nurture joy, reverence, and participation in music as part of the congregation’s life and worship.
- Participate in weekly staff meetings with the Rector and other staff.
- Participate in liturgical planning with the Rector and lay leaders.
- Provide leadership in integrating live and virtual worship experiences, including working with recording and livestreaming technologies.
- Select music appropriate to the liturgical season for congregational singing, choral anthems, and/or instrumental reflection.
- Recruit, rehearse and direct adult and children’s choirs in offering musical leadership for Sunday worship and other feast days, with attention to fostering collegiality and spiritual growth within the choirs, and provide musical accompaniment for worship.
• Recruit and mentor choir members through our choral scholars program for high school and college students (3-4 scholars per year).
• Whenever possible, be available for weddings and funerals (with supplemental compensation). If necessary arrange for a substitute.
• Arrange for substitutes when absent.

Qualifications and skills

• Bachelor’s degree or higher in music performance or related field.
• Demonstrated proficiency as an organist and pianist.
• Demonstrated experience and competency directing volunteer choirs, working with adults and children.
• Knowledge and experience in liturgical worship, and familiarity with Episcopal liturgy and theology preferred.
• Broad knowledge of historical and contemporary church music in its varied forms and genres.
• Demonstrated competence in virtual choral performance, recording and livestreaming.
• Ability to pass a comprehensive background check.
• Note that all church staff are required to complete “Whole and Healthy Church” training as a prerequisite to employment and maintain certification as a condition of continued employment.
• Physical demands: high level of skill as an organist and pianist; moving furniture; lifting up to 50 pounds.

Working conditions

The Pastoral Associate for Liturgy & Music works approximately 15 -20 hours a week, including choir rehearsals and Sunday morning 10 a.m. worship. There will be times during the church year that additional hours will be necessary for the mission and ministry of the parish. These include, but are not limited to:

• Christmas Eve
• Christmas Day
• Ash Wednesday
• Maundy Thursday
• Good Friday
• Easter Vigil
• All Saints Day

Applications

Interested candidates should email a cover letter, resume, three professional references, and online links to recordings of performances to the Rev. John Kirkley at john@stjamessf.org.