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*Glorify God. Serve our neighbors. Transform our city.*  
*Glorificar a Dios. Servir a nuestros vecinos. Transformar nuestra ciudad.*

## **INTERIM DIRECTOR OF MUSIC (July 2024-May 2025)**

Status: Exempt

Supervisor: Senior Associate

### **Principal Function:**

The primary purpose of Christ Church Cathedral's music ministry is to support and enrich our worship and common life. Music helps our members better understand and experience our call as disciples of Jesus Christ, deepens our connections together as a Christian community, and helps us to attract newcomers and to integrate seekers in the faith. At the center of our music ministry is the nurture, development, and care of a vibrant community of young choristers and volunteers in the Cathedral Choir and the Coro Latinoamericano, who are our primary musicians. Along with our diverse and talented group of music staff, professional singers, and instrumentalists, we all work together to support our Cathedral's mission of Glorifying God, Serving our Neighbors, and Transforming our City.

As a Cathedral, we have a special vocation in offering a full expression of Anglican liturgy and a wide diversity of music on Sundays, weekdays, and seasonally that speaks to and nurtures our whole community. As well, we offer diocesan and community worship at times of celebration and mourning.

The Interim Director of Music is the principal musician who collaborates with the Senior Associate and Dean and Rector to lead, manage and coordinate our music ministry in all of this work.

### **Interim Season Overview:**

The Cathedral's music ministry has experienced remarkable leadership, growth, and health under the direction of Canon Christopher Caruso-Lynch from 2019 to 2024. Under his tenure, the music ministry has:

- Developed [The Choir School at Christ Church Cathedral](#) into a vibrant, fun extracurricular program, with more than 20 regular student participants who represent a wide diversity of ages, backgrounds and skill levels.
- Engaged in a meaningful discernment process and ministry redevelopment with the Spanish-speaking part of our congregation and volunteer Coro Latinoamericano, reinvigorating this ministry with a new staffing structure and parity in music staff and resources; this work has drastically increased our Coro's confidence, competence, performance, repertoire, and skill levels.
- Reconnected music into all aspects of the Cathedral's strategic plan, program development, and liturgy planning after years of being a "silo ministry."
- Established healthy and transparent processes, procedures, handbooks, and pay standards so that all musicians are treated equally and with respect.

With such considerable program health, the Vestry and congregation will use this interim season as a proactive time to accomplish these key priorities:

- To continue to care for and encourage our choristers, volunteer singers (Coro Latinoamericano), volunteers, music staff and professionals, and instrumentalists.
- To support our Choir School and Coro Latinoamericano's continued upward trajectory and momentum.
- To consider and choose from three vibrant and exciting options for the future trajectory and growth of our Choir School as we continue to attract new choristers.
- To reflect on how our music ministry, especially at our English-speaking liturgies, can continue to integrate with our Cathedral's growing program emphases and outreach partnerships that focus on diversity, anti-racism, and work for social justice.
- To discern and articulate our music ministry's common vision, considering how our music ministry can operate more as a whole rather than in "parts."
- To reflect on how we might reinvent/reinvigorate our concert series to better serve our entire congregation while engaging in better partnerships and collaborations with our vibrant local music community.

We seek an Interim Director of Music who will come alongside us and help us use this time proactively and productively. As the Dean and Vestry lead the congregational components of discernment, our Interim Director of Music will use their expertise and experience to continue our program momentum, to prepare excellent music for liturgy that glorifies God, to care for and nurture our choirs and musicians, and to serve as a resource when needed for congregational discernment.

**Essential Duties and Responsibilities:** Duties may include, but are not limited to:

### **Ministry Leadership**

- Aligns the musical program and ministry with the larger strategic vision of the Cathedral and the Diocese of Indianapolis.
- Nurtures the well-being of the entire music program of the Cathedral and every chorister, chorister parent, staffer, instrumentalist, and singer, helping each person use their gifts to the Glory of God. Creates a sense of community among all musicians, fostering an atmosphere of care and support.
- Guides the congregation and our choirs in deepening our musical repertoire by incorporating music from a variety of diverse sacred traditions, regularly including into our rota music from historically non-dominant cultures and peoples.
- Oversees and supports the continued development of The Choir School, an extra-curricular choral program that provides children a nurturing environment in which they develop into skilled musicians, motivated students, and devoted people of faith.
- Recruits and develops a volunteer choir, offering regular opportunities for amateur singers to lead our liturgies in English.
- Oversees the recruitment and management of all paid singers, instrumentalists, and contract musicians, paying careful attention to attract diverse representation in these positions.
- Collaborates with the children and youth formation programs of the Cathedral and the Diocese of Indianapolis.

- Partners with others in the Indianapolis arts and music community and with other musicians in the religious and diocesan community.
- In conjunction with the Cathedral's discernment process, collaborates with local arts and music organizations to plan a variety of concerts, guest artists, and recitals to supplement the regular liturgical life of the Cathedral, with a focus on amplifying and featuring artists of many different backgrounds and cultures, including those from historically non-dominant backgrounds and perspectives.
- Ensures that all involved in the choirs stay up-to-date with training in *Safe Church, Safe Communities* programs designed to aid in the recognition and prevention of abuse, neglect, or misconduct toward children and vulnerable adults.
- Reports suspected child abuse or neglect to the proper authorities and to the Dean, as required by Diocese, Cathedral, and state regulations.
- Meets weekly with the Senior Associate for planning and reflection on formation, vocational development, and ministry feedback.

### **Liturgical Leadership**

- At the direction of the Dean and Senior Associate, programs and oversees the planning of all hymns, service music and other musical repertoire used in liturgies, developing a music list.
- Rehearses, provides, and/or oversees all choral and organ music for all services, including, but not limited to, Sunday worship, Evensong, Holy Days, Diocesan and community services and pastoral services of marriage and burial. If not leading a service, regularly attends/participates at least twice monthly.
- Participates in bi-monthly Liturgy Meeting for planning and consultation about these services. Works with the Dean, Senior Associate and other program staff to design seasonal liturgical themes.

### **Supervisory Leadership**

- Oversees the work of all musical employees of the Cathedral, currently including an Associate Director of Music (full-time), Associate Director of Music for Coro Latinoamericano (full-time), The Director of the Choir School (full-time), interns, and all contract musicians.
- Establishes and maintains contracts and updated job descriptions for all who support the music program.
- Maintains a professional work environment, directing and supporting these employees and contractors in their work.

### **Administrative Leadership**

- Plans and administers the music department budget and works closely with the Chief Operating Officer in these processes.
- Plans and administers regular tour opportunities for each choir and works with the Dean and Vestry in leading fundraising efforts for these tours.
- Oversees the maintenance and care of all Cathedral musical instruments.
- Oversees the maintenance and care of the Music Library.
- Oversees the maintenance and care of Choir vestments.
- Collaborates closely with office administration and consultants, especially the Chief Operating Officer.

### **Shared Leadership**

- Keeps regular office hours to collaborate with fellow staff members as well as the congregation.
- Builds the common life of our congregation by being present for necessary weeknight and some Saturday meetings.
- Supports and nurtures his/her colleagues in our mutual ministries through prayer, honest feedback, care, and transparency.
- Participates in two weeks of continuing education each year, planned in consultation with the Senior Associate.

### **Additional Duties**

- Performs other related tasks as assigned by Dean or his designee.

**Supervisory Responsibilities:** Supervises employees and volunteers in the Music Department. Incumbent carries out supervisory responsibilities in accordance with the Cathedral's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Christ Church Cathedral. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Education and/or Experience:** Graduate or professional degree in Organ Performance, Sacred Music, Choral Conducting or related field desired; and five plus years related experience; or equivalent combination of education and experience is required. Previous experience directing a music program essential to the operations of an organization is required. Previous supervisory experience is also desired.

**Other Skills and Abilities:** Computer software skills required include: Sibelius (music notation software), Microsoft Outlook, Word, Excel, PowerPoint, and Adobe. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires a general understanding of the Episcopal liturgical procedures and music management, while paying close attention to detail. A valid driver's license is required. The ability to speak, read and write in Spanish is desirable.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; walk; and lift and/or move up to 25 pounds. The employee occasionally will climb or balance; stoop,

kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts, the risk of electrical shock, fumes or airborne particles and outdoor weather conditions when walking between the Cathedral and office building and when traveling away from the office for meetings, seminars, etc. The noise level in the work environment is usually moderate to loud during services and performances.

While the offices of the Cathedral are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position requires work beyond these hours and on the weekends. It also requires both domestic and international travel as required.

**Signatures:**

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Incumbent's Signature

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Incumbent's Printed Name

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Date

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Dean's Signature

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Dean's Printed Name

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Date