



The Presbyterian Church on Edisto Island

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The Presbyterian Church on Edisto Island (PCEI) is nestled under the live oaks and Spanish moss of the coastal Lowcountry. Founded in 1685, we are now in our third century of worship and ministry. While historic, the life and mission of PCEI are alive and vibrant. A close-knit community, our congregation seeks to support one another as we commit to *learning, proclaiming, and living the love of God* (from the PCEI Mission Statement).

As we begin our search for a new Director of Music Ministries, we are excited to introduce you not simply to a position, but to the congregation and community in which this ministry takes place.

Edisto Island is part of the greater Charleston area, a community shaped by the beauty and distinctive pace of Lowcountry life. It is home to families who have lived here for generations, newcomers putting down roots, and a growing number of retirees. Our congregation reflects that community. Our average worship attendance is 120. PCEI includes members and affiliates, along with many friends who spend part of each year with us in their second homes. We value our long history while continuing to grow, change, and discern how God is calling us to serve in this particular place.

Our life together extends well beyond Sunday morning. We seek to nurture people of all ages in Christian faith and fellowship while remaining deeply engaged with the needs of our island community. PCEI is home to the only preschool on Edisto Island, and our Food Pantry provides both non-perishable groceries and fresh produce each month to neighbors throughout the community. Through worship, education, fellowship, mission, and care for one another, we seek to be a congregation where faith is not only proclaimed but lived.

Music has long been an important part of that life. Generations of singers, musicians, directors, and volunteers have helped shape our worship, and we are grateful for the rich musical tradition we have inherited. At the same time, we see this transition as an opportunity to imagine what comes next. We are looking for a Director of Music Ministries who will value what has been built here while helping us explore new ways music can deepen worship, nurture faith, invite participation, and connect people across generations.

Our commitment to the future of music at PCEI is also reflected in a significant investment now underway. The Session has entered into a contract with Walker Technical Company for a new custom-built three-manual, Walker AEolian-Skinner-style drawknob console organ, which we anticipate installing in 2027. We are excited about the possibilities this instrument will offer and about welcoming a music leader who can help us use it, along with the many musical gifts already present in our congregation, in service to the worship of God.

The Director of Music Ministries will join a collegial staff that understands ministry as shared work. Our staff members partner closely with one another and with the many volunteers who give generously of their gifts, energy, and time. We hope to welcome someone who enjoys that kind of collaboration, who cares about people as much as music, and who sees church music not simply as performance but as ministry.

The enclosed job description outlines a full-time Director of Music Ministries position and the breadth of opportunities we envision for this ministry. We also recognize that gifted church musicians come with different vocational circumstances and needs. For that reason, we are open to conversations about a full-time or part-time position, as well as the possibility of dividing responsibilities between two people whose gifts complement one another. We are more interested in finding the right person, or people, to share in this ministry than in limiting our search to one particular staffing model.

PCEI is a loving and welcoming congregation in an exciting season of its life. As Edisto continues to welcome new families and retirees, we are grateful for the opportunity to consider how our historic congregation can faithfully serve both those who have long called this island home and those who are just beginning to find their place here. We believe music will continue to be an important part of that calling.

We invite you to read the enclosed job description and consider whether your gifts and sense of call might find a home among us. We would be delighted to begin a conversation and to learn more about you, your ministry, and your hopes for the future of music in the church.

Grace and peace,
The Music Ministries Search Committee

Attachments: Position Description

The Presbyterian Church on Edisto Island
Director of Music Ministries
Job Description

The Director of Music Ministries leads and maintains a vibrant and varied music ministry for the Presbyterian Church on Edisto Island and is a vital part of the church's total ministry. In addition to being an accomplished organist, pianist, and chorister, this person must also be of Christian commitment and character, with an understanding of theology and practice of worship as it is set forth in the Presbyterian Church (USA).

Accountability:

- The Pastor as the head of staff
- The Session through the Worship Committee and Administration Committee

Responsibilities:

With the Pastor and Worship Committee, coordinate the music program of the congregation in a way that supports and is well integrated with the total church program and enhances the congregation's worship of God. This includes but is not limited to:

- Direct the planning, organization, and evaluating of a comprehensive music ministry including choirs, vocal, and/or instrumental ensembles. This includes but is not limited to:
 - Conduct the Adult Choir at each Sunday service and designated special services or programs,
 - Develop, recruit, and rehearse an Adult Choir providing organization and communication with its members,
 - Conduct and/or develop and support volunteers for leadership of Children's Choirs and additional choirs, such as the Chime Choir,
 - Supervise all volunteers in the music programs of the church,
 - Arrange for and supervise additional vocalists and/or instrumentalists, volunteer or paid,
 - Encourage and rehearse other available talent within the congregation,
- Play the organ/piano and lead music for all Sunday worship services as well as special services during the Advent, Christmas, Lent, and Easter seasons,
- Assist the Pastor in the planning of all worship services,
- Play for weddings and funerals in accordance with the PCEI Wedding and Funeral policies,
- Integrate music into various ministries of the church, including but not limited to Vacation Bible School, Presbyterian Women events, Preschool activities, and Family Night Suppers,
- Engage opportunities to teach the congregation about sacred music and teach new hymns and music as appropriate,
- Arrange for substitute music leader/s when absent,
- Select, purchase, and maintain a library of music and supplies for all aspects of the music program,
- Maintain the church's annual copyright/license agreements, report used music to licensing agencies, and provide copyright information for the bulletins,
- Recommend an annual budget for all aspects of the music program,
- Report necessary maintenance needs of instruments and arrange for repair as needed,
- Provide music information and announcements for all church publications,
- Participate in meetings of the Worship Committee, with the pastor, and church staff,
- Serve as church liaison for all Chamber Music events at PCEI,

- Develop and maintain music skills as they relate to the worship life of the congregation,
- Participate in professional organizations such as Presbyterian Association of Musicians to enhance connection with the greater church and music community,
- Demonstrate pastoral concern for all persons in the music ministry and membership of the church.

Terms of Service

- Full-time, 40 hours per week.
- Consult with the pastor to establish guidelines for times to be present in the office to accommodate attendance at meetings, staff collegiality, rehearsal schedules, and worship services.
- Performance review to be conducted after 30, 60, and 90 days of service and thereafter Annual Evaluations to be conducted by the pastor.

Compensation:

- Competitive salary to be negotiated, commensurate with education and relevant work experience.
- Additional compensation for weddings and non-member funerals is to be determined between the Director of Music Ministries and the families.
- Four (4) weeks of vacation annually with full salary.
- One (1) week of Continuing Education leave annually with full salary.
- Reimbursable Professional Fees and mileage for church-related business.
- Continuing Education allowance.
- Major Medical and Retirement Benefits via the Board of Pensions, PC(USA)
- Sick leave according to the PCEI Policy Manual.
- Church sponsored 403b program with employer match up to 5% of your contribution.

Qualifications:

- Bachelor's degree in music or equivalent training.
- Preferably three (3) years minimum experience in participating, planning, organizing, playing and directing church music programs.
- Proficiency in organ and/or piano playing.
- Vocal quality and experience must be at a level to lead and direct choirs.
- Knowledge of adult and children's choral music and bell/chime music and where to purchase music.
- Knowledge of theology and practice of worship in the PC(USA).
- Christian commitment and character.
- Communication and interpersonal skills.
- Ability to pass background checks.
- Ability to walk 3 flights of stairs and lift 20 pounds.

Applications:

To receive full consideration, please submit the following:

- PDF containing your cover letter and CV/resume.
- Three references that can speak to your ability to meet the requirements of the position.
- URL links to video of recent work applicable to this job description.
- Provide a response to the following questions:
 - What is your salary expectation?
 - What would be the anticipated timeframe when you can start?

Please send all requested information via email to: pceimusicsearchteam@gmail.com

If you have any questions please reach out to Mark Rigatti at 678.429.2773

ADDITIONAL INFORMATION

PCEI Instruments

- Current organ: Allen Renaissance Organ 53 stops 2 manual consoles with MIDI.
 - A new organ will be installed in 2027 with a custom, III manual, Walker Aeolian-Skinner style drawknob console built to AGO standards.
- Two Yamaha Clavinova digital pianos.
- 3 octave set Malmark hand chimes.
- Assorted rhythm instruments.