

St. James United Church, Peterborough, Ontario

Position Description

Position Title: Music Director

Position Summary:

The Music Director provides leadership in the congregation's ministry by directing the church choir, playing at Sunday worship, and special services, and playing an active role in the selection of music.

Key Responsibilities:

- Directs the Choir for Sunday worship services and other special services at the Church (e.g., Good Friday service, Hope Abides service, Christmas Eve service, weddings, funerals, and ecumenical services).
- Selects music for anthems that are appropriate for the season and the theme of the service.
- Leads regular rehearsals for the Choir, including rehearsing all hymns to be used at the service.
- Schedule solos, duets, quartets, and instrumentals to enhance the worship service as appropriate.
- Rehearses with any soloists who require accompaniment.
- Recruit new choir members.
- Directs and trains a youth choir to participate in the worship services if appropriate.
- Meets monthly with the Minister and Chair of the Worship Committee to be aware of themes and special components of upcoming services. This will help with the selection of the prelude and postlude music selections.
- Selects and orders new music for the Choir that reflects the interests and needs of the music ministry.
- Advises the Ministry & Personnel Committee of the need for a guest music director when unable to play for a service.
- Works with the Minister and Worship Committee to plan and arrange music for weekly and special services for the congregation.
- Liaises with the Worship Committee and the Official Board regarding the annual resources for the Congregation's music ministry.
- Advises the Worship Committee of the budget required for music supplies and maintenance requirements of the piano for the year.
- Renews annually the CCLI (license).
- Set up of rehearsal space for Choir practice.
- Set-up of stage area before Sunday and special services.

Qualifications:

Preference will be given to individuals with formal music training from a university or college or equivalent. Experience playing the piano as well as rehearsing and directing choirs. The ability to provide leadership in the development and growth of the ministry of music. Understanding of Christianity and United Church liturgy.

Personal Qualities:

Proficient at working as a part of a team. Ability to be flexible and cooperative. Ability to be open to the musical preferences of others and maintain a good rapport with the choir.

Internal Contacts:

Church staff members, Congregational members including the Official Board, Worship Committee, Choir, and Christian Education Committee. Listens to, and works with, all members of the Church staff to ensure understanding, cooperation, and good communication.

Physical Demands and Working Conditions:

The physical demands for the position of the Music Director are minimal. Most activities are done in a sitting position. The Music Director works in an environment with minimal risk to personal health and safety. Work hours involve day, evening, and weekend work.

Hours of Work:

Seven hours a week, which includes 1.5 hours for Choir practice and 2 hours on Sunday (10:00 a.m. to 12:00 p.m.) with some flexibility required.

Vacation:

Two weeks paid vacation per year with three weeks following five years of service to be scheduled with the Ministry & Personnel Committee.

Sick/Compassionate/Bereavement Leave:

In consultation with the Ministry & Personnel Committee.

Accountability:

The Music Director will be accountable to the Worship Committee and report to and be responsible to the Ministry & Personnel Committee of St. James United Church. There will be annual reviews of the work, goals and remuneration done by the Ministry & Personnel Committee who will then make recommendations to the Official Board. The Church will comply with all Federal and Provincial Employment regulations.

Termination of Employment:

Unless dismissed for cause, either party will give two weeks' notice for termination of this contract. No termination pay, beyond employment standards legislation, will be given at the end of employment.