

The Director of Music:

1. is accountable to the Ministry Team leader, and ultimately, to the Church Council;
2. supports and enhances worship services by:
 - a. playing the organ and piano for service music
 - b. rehearsing and directing the Chancel and Gospel Choirs at fixed practice times, and arranging for substitutes when necessary
 - c. working in partnership with the accompanist
3. arranges instrumental ensembles and soloists and other vocal groups in consultation with the Ministry Team and Worship Team;
4. maintains active communication with Ministry Team, the Worship Team, the Ministry and Personnel Committee, church choirs and other relevant church groups;
5. offers suggestions of hymns to the Ministry Team and collaborates on choice of anthems and other special music to correspond with church seasons and worship themes as identified by the Ministry Team who makes the final decision of hymns;
6. arranges for maintenance of organ and pianos as required in consultation with Ministry Team Leader / Worship Team;
7. continues to study and improve his/her knowledge, skills and repertoire;
8. contributes to meetings as follows:
 - a. attends meetings of Worship Team;
 - b. attends monthly staff meeting;
 - c. attends a Ministry Team meeting seasonally to input music ideas for upcoming services;
 - d. contributes as required to other relevant committee meetings in the role of music consultant;
9. encourages choristers to attend choral workshops;
10. arranges for supply organists and facilitates the use of the organ by others;
11. schedules vacation and other absences in consultation with the Ministry Team and the Ministry and Personnel Committee.

Specific Responsibilities

The Director of Music is responsible for:

1. leading and engaging the congregation in music ministry;
2. playing the organ/piano during church services and assisting in other musical offerings during the Sunday services;
3. conducting the anthems
4. preparing the Chancel and Gospel Choirs for the worship services, and challenging them to learn and grow in their ministry of music;
5. providing a variety of music, such as traditional, classical contemporary, keeping current with new

- music suitable for church use;
6. providing music for weddings, funerals, and other church events when requested; (Remuneration for weddings and funerals is covered by a separate agreement.)
 7. collaborating with the Ministry Team in the choice of anthems;
 8. overseeing other musical ensembles;
 9. recruiting and maintaining membership of the choirs;
 10. identifying musical talent of members of the congregation and assisting them to share their gifts;
 11. selecting and rehearsing vocal and instrumental soloists and groups within the choirs;
 12. creating opportunities for and encouraging the involvement of youth/children;
 13. planning and organizing special musical events, such as, but not limited to, seasonal services and concerts, youth and intergenerational musicals and ecumenical services;
 14. preparing a budget for the music program for presentation to the Worship Team;
 15. performing or overseeing various administrative duties, such as: selecting and organizing music, keeping a record of anthems, sorting, stamping and filing music, and maintaining copyright licensing.
 16. keeping a log of hours worked and submitting it to the Ministry Team leader at the end of each month.

Director of Music – Qualifications

1. A degree or diploma in Music, with experience in choral education, would be an asset.
2. A background in a wide variety of music styles and genres.
3. An ability to work as part of a team.
4. Strong organizational and administrative skills.
5. Is a person of faith with the knowledge and sensitivity of the ethos of the United Church of Canada, especially the worship ethos.
6. A background in church music and demonstrated skills as an organist, pianist, choral teacher and conductor.
7. Membership in an appropriate professional organization(s) is desirable.

Police Check Level 2 is required from the successful candidate.