

Schedule A: Job Description

JOB TITLE: Director of Music
DATE: June 2021
REPORTS TO: St. Paul's United Church Council, Ministry and Personnel Committee
LOCATION: Ajax, Ontario

PRIMARY PURPOSE:

The position directs all aspects of the music program at St. Paul's United Church.

KEY ACCOUNTABILITIES:

- Sunday Church Service
 - Choose, order (if needed) and prepare all music to be presented each Sunday including leading choral presentations by the Senior and/or Choir Junior (as required)
 - Invite and rehearse with guest artists including soloists
 - Conduct online and/or in person rehearsals with the Senior Choir and special rehearsals as required
 - Provide information on the music for each Sunday to the Office Administrator to be included in the Order of Service and ensure release is on hand for music put on the website.
 - Enter all required information for service music into the online Worship Planning and Reporting Database.
 - Maintain the music library.
- Special Services
 - Prepare all music and the choir for participation in special services such as Maundy Thursday, Good Friday, Christmas Eve, Memorial Hymn Sing and Legion Service for Remembrance Day
 - Prepare music for services conducted by church groups specifically the CGIT Vesper Services, Explorers/Messengers, and SPARC.
 - If available, provide music for weddings and funerals with compensation to be provided by individuals/organizations requiring this service
- Care and Maintenance of all Musical Instruments
 - Oversee tuning of pianos and organ
 - Maintain the internal cleanliness of pianos and organ with the understanding that Fee for Service Contractor cleans outside
- Attend Worship and Music Committee meetings, based on availability, and meet with the Minister to co-ordinate music content.
- Communicate music program activities to appropriate audiences via the Epistle, Calendar, Order of Service, Announcements, meetings with Choir Librarian(s) and senior choir monthly meetings.

POSITION REQUIREMENTS:

Education:

- Post - Secondary education in either piano or organ and/or vocal music.

Experience:

- Demonstrated experience in playing both the piano and the organ
- Experience in leading and directing choirs including the administration of church music programs
- Experience in accompanying choirs, soloists and other musicians from the keyboard
- Experience in hosting and running virtual choir practices/music presentations via Zoom
- Knowledge of editing platforms including Audacity and video editors
- Knowledge of liturgy
- Organized, efficient, self-managing time in order to prioritize and accomplish tasks
- Detail oriented, deadline-aware, persistent, helpful, team-minded and cooperative.

NATURE AND SCOPE:

- **Interpersonal Contacts:** This position will work closely with the Worship and Music Committee to support a joyful and meaningful worship period on Sunday mornings and on special occasions. This position also interacts with the Minister, members of the congregation and other Church staff on a regular basis, They will participate in community based interactions during weddings, funerals and musical presentations at local retirement homes.
- **Level of Responsibility:** This position is responsible for ensuring that the congregation has the opportunity to grow their own faith through music.
- **Physical and Sensory Demands:** Minimal demands typical of a Director of Music position in a church environment.
- **Working Environment:** Minimal exposure to disagreeable conditions associated with a Director of Music position within a church environment.