



## JOB DESCRIPTION

### MUSIC DIRECTOR COLLIER STREET UNITED CHURCH

#### **Job Description Summary**

The Music Director will lead and administer the music ministry of the church in conjunction with the Minister of Worship, Congregational Care and Leadership. The Music Director will be proficient with our pipe organ and grand piano, as well as having experience with other musical instruments. The Music Director will effectively provide music accompaniment and lead, direct and accompany our church choirs during regular and special services, and integrate a balance of modern/contemporary and traditional music and music technology into Collier's worship life. The Music Director will be a team player who co-operatively works with other staff and groups within the church.

#### **Requirements/Selection Criteria for Position**

- Knowledge and understanding of the church and worship tradition to appropriately select music in consultation with the minister, both traditional and contemporary
- Support the vision and mission priorities of our church
- Technical ability to effectively play the organ, grand piano and other instruments (e.g. guitar, percussion)
- Demonstrate skill as a choral director
- Ability to musically instruct and lead adults, youth and children
- Execute church music functions accurately, efficiently and effectively
- Demonstrate effective communication skills (written, verbal)
- Work with minimal supervision
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- Demonstrate a high degree of initiative and problem-solving skills
- Respect and maintain confidentiality
- An effective team player who works respectfully and cooperatively
- Plan, organize and coordinate multiple activities
- Provide a Police Records' Check that includes the *vulnerable sector* that is satisfactory to the employer
- A Bachelor of Music Degree (or equivalent) and a minimum of 5 years of music teaching/directing experience, preferably in a church environment

#### **Accountability/Reporting Relationship**

- Works collaboratively with other church staff to establish work plans, determine deadlines and review work deliverables.
- Establishes work plans that ensure the church music activities are completed accurately and on time.
- Reports and is accountable on a day-to-day basis to the Minister of Worship, Congregational Care and Leadership, and through a designated liaison person from the Ministry & Personnel (M&P) Committee.

**General Weekly Breakdown of Activities:**

3 hours – Adult Choir Practice and preparation

3 hours – Sunday Service

3 hours - Worship preparation with minister & others

2 hours – Junior Choir Practice and preparation

3 hours – Other

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TOTAL – 14 hours

Actual hours will vary week over week depending on outstanding tasks and responsibilities, along with Church and music related activities happening throughout the year.

## Responsibilities of Position

1. Provide organ/piano accompaniment at all Sunday services, choir rehearsals, weddings, funerals, and other church functions.
  - Deliver a high quality of music at services via appropriate preludes, anthems and postludes.
  - Integrates/ implements contemporary music into our music programs.
  - Present choral music from a wide range of musical styles and expressions.
  - Integrate vocal solos, duets, quartets and/or instrumental numbers into services.
  - Support the congregation in the singing of hymns.
  - Ensure an able and competent replacement is scheduled for all regular worship services when required.
  
2. In conjunction with the Minister of Worship, Congregational Care and Leadership, work with the Worship and Music Committees to build and implement a music program that complements alternative worship styles (i.e. contemporary worship service, etc.).
  
3. Lead, nurture and support the adult choir and develop the children/youth choir.
  - Ensure opportunities for the children/youth choir to regularly participate in worship services.
  - Teach music fundamentals to choir members.
  - Maintain and carry-out a regular choir rehearsal schedule.
  - Seek out and encourage congregational members to participate in/support the choirs.
  - Promote church musical events and performances with choir support.
  
4. Maintain the music library, research and purchase new choral music, and withdraw outdated choral music, in accordance with the approved music budget.
  - Respect the rights of composers and publishers as stipulated in copyright law.
  
5. Prepare and maintain an audio CD/file with appropriate organ/piano service music for weddings/funerals.
  - Play for weddings/funerals held at Collier or arrange for a competent replacement pianist or organist.
  
6. Ensure, in consultation with the Music Committee, that the church organ, grand piano and other church pianos are properly maintained on a regular basis.
  - Ensure that records of all tunings and maintenance are maintained.
  - Advise the Official Board, in consultation with the Music Committee, of any special needed repairs which fall outside of regular maintenance contracts.
  
7. Attend Music Committee meetings as an ex officio member, serving as a resource person, whenever matters are referred to the Music Committee.
  - Consult with the Music Committee on matters relating to choirs, special choral presentations, concerts, recitals, etc.
  - Attend other meetings as requested, including Children & Youth Ministries Committee (re: Children`s Choir).
  
8. Perform other duties as required.