



Emmanuel United Church

Position Description – Leader of Music Ministry

Music is an important element of worship at Emmanuel United Church and is highly valued by the congregation. The Leader of Music Ministry contributes their musical talents and gift of music leadership to support and encourage music as an expression of faith. They work with the minister and worship team to provide opportunities for congregational participation in music. The Leader of Music Ministry's primary responsibilities include leading and coordinating the senior choir; playing the pipe organ and grand piano during Sunday and other services; liaising with the minister, worship team and office; and providing support as needed to all music groups.

Emmanuel's music groups include a SATB senior choir with an average of 22 members supported by a piano anthem accompanist, a handbell and chime choir led by a volunteer director with an average of 9 members, and a youth/young adult band led by a volunteer. We are working to restart our children's choir. The Leader of Music Ministry may occasionally invite guest musicians to play with one of our groups or provide solo music.

Our sanctuary has a modest two manual, full pedal (partly Casavant) pipe organ with pistons and presets. There is a Yamaha grand piano in the sanctuary, plus two upright pianos in other spaces, as well as two electric keyboards. Our bell set includes bells from five octaves and four octaves of chimes. We have a Djembe drum, a full drum set, bongos and other percussion instruments. Our SATB music library has over 650 titles and fills nine filing cabinets. Emmanuel has a dedicated audio-visual team who are able to play specially selected videos to occasionally enhance music.

Position Responsibilities

1. The Leader of Music Ministry shall promote, enrich and encourage music through the coordination of the various elements of Emmanuel's Music program. This includes:
 - a. Meet with the Minister to contribute music suggestions in the planning of worship services and to integrate anthems and hymns into worship services;
 - b. Plan anthems and special music selections in 3 or 4 month blocks;
 - c. Attend and contribute in bi-monthly worship committee meetings;
 - d. Direct and lead the senior choir on Thursday evening rehearsals and Sunday morning worship;
 - e. Play the pipe organ and/or piano at worship services for the prelude/postlude and for leading the congregation in the singing of hymns and any other service music;
 - f. Liaise with and support volunteer leaders of music groups (Emmanuelbells Handbell choir, youth/young adult music group and children's choir);
 - g. Support some fundraising events with music as available;
 - h. Play at funerals and weddings as available;
 - i. Encourage musical talent in the congregation.

2. The Leader of Music Ministry shall provide administrative support as follows:

- a. Liaise weekly with the office administrator and slide preparation team to ensure that the Sunday worship music selections are properly included in the bulletin and worship service slides;
 - b. Purchase anthems and other choir supplies within the yearly budget set for these expenses;
 - c. Work with the volunteer choir music librarian;
 - d. Hire guest musicians on special occasions, as allowed by the yearly budget for this expense; and,
 - e. Attend semi-annual meetings with the Ministry and Personnel team.
3. The Leader of Music Ministry works in close collaboration with the Minister, the Worship Committee and the Anthem Accompanist.
 4. The Leader of Music Ministry shall oversee the care of the church organ and pianos and make arrangements for tuning, maintenance, and repair.

Qualifications

1. Accomplished pipe organ and piano player with excellent accompanying skills with an ability to play various musical styles. Improvisational skills would be an asset.
2. Experience directing a choir or choral ensemble. Experience working with/leading other musical groups would be an asset.
3. Strong organizational skills, time management and ability to plan ahead.
4. Strong communication and interpersonal skills are essential for working as part of a team.
5. Familiarity of United Church of Canada musical liturgies and hymns would be an asset.
6. Comfortable interacting with people of all ages.
7. Familiarity with use of technology that can be used to communicate detailed information with the worship team, office and choir (ex. Google drive, Excel, Google file sharing)

Terms and Conditions

1. This is a 10 hour per week position, with time divided approximately as shown in the table in the Appendix.
2. The salary of the Leader of Music Ministry shall be in accordance with experience and salary suggested by the Royal Canadian College of Organists.
3. Salary shall be paid by cheque monthly, in twelve equal installments, at the end of each calendar month.

4. The Leader of Music Ministry shall be entitled to four (4) weeks of paid annual vacation. Arrangements for a substitute during vacation periods shall be made by the Leader of Music Ministry. Arranging for payment of such substitute shall be the responsibility of Emmanuel's Ministry and Personnel team.
5. The Leader of Music Ministry shall be entitled to expenses to a maximum of \$250.00 annually for music education, training, or development of professional skills such as through attendance at an approved music conference, course or workshop.
6. The Leader of Music Ministry shall provide and pay a competent substitute during absences other than vacation as described above. In the case of extended illness, Emmanuel United shall bear the expense of a substitute for a period of one (1) week for each year of employment up to a maximum of twelve (12) weeks in any calendar year.
7. The Leader of Music Ministry shall have the right of first refusal to provide music for all weddings and funerals in the church. The Leader of Music Ministry will be paid a fee for providing such music. Fees are to be set by the Leader of Music Ministry and need to be published in Emmanuel United's fee document.
8. The Leader of Music Ministry may give private instruction in piano, organ, voice and music theory on the church premises provided that such instruction shall not interfere with normal church activities. The use of the facilities shall be scheduled in advance through the church office.
9. The use of the organ shall not be granted to others without the consent of the Leader of Music Ministry.
10. The initial contract will be for one year. There will be a three (3) month probation period. The contract may be renewed for an indefinite term after the first year.
11. After the three month probation period, the contract may be terminated by either party by giving notice in writing to the other party at least eight (8) weeks prior to the termination date. If termination is initiated by Emmanuel United Church, severance pay will be amount of one week salary for each full year worked at Emmanuel United Church to a maximum of eight weeks.
12. The Leader of Music Ministry is supported by the Ministry and Personnel Committee and is encouraged to bring any concerns, issues or questions to their attention.

Appendix A – Table of Estimated of Weekly Division of Hours

| Leader of Music Ministry – Weekly Division of Hours (Average) | |
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| Selection of Anthems and Music | 1 hour per week |
| Choir Practice | 1.5 hours per week |
| Practice Time (Postlude, Hymns, Other) | 1.5 hours per week |
| Sunday Services | 2 hours per week |
| Meeting/Communication with Minister | 1 hour per week |
| Coordination with choirs, planning | 1 hour per week |
| Administrative Activities | 1 hour per week |
| Other Meetings and Related Activities | 1 hour per week |
| Total | 10 hours per week |