



# Emmanuel United Church

## Position Description – Music Director

Music is an important element of worship at Emmanuel United Church and is highly valued by the congregation. The Music Director contributes their musical talents and gift of music leadership to support and encourage music as an expression of faith. They work with the minister, worship team and music groups to provide music which enhances the worship experience.

The Music Director's primary responsibilities include directing and coordinating the senior choir; liaising with the minister, worship team and office; and providing support as needed to all of Emmanuel's music groups.

Our music groups include a SATB senior choir with an average of 22 members supported by a collaborative musician who plays the organ and piano, 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. The Music Director may occasionally invite guest musicians to play with one of our groups or provide solo music.

Our sanctuary has a Yamaha grand piano, plus two upright pianos in other spaces, as well as two electric keyboards. We also have a modest two manual, full pedal (partly Casavant) pipe organ with pistons and presets. 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.

### **Position Responsibilities**

1. The Music Director shall promote, enrich and encourage music through the coordination of the various elements of Emmanuel's music program. This includes:
  - a. Direct and lead the Senior Choir on Thursday evening rehearsals and Sunday morning worship;
  - b. Meet with the Minister to contribute music suggestions in the planning of worship services and to integrate anthems and hymns into worship services, keeping in mind the diverse backgrounds and musical interests of our congregation;
  - c. Plan choir anthems and special music selections in 3- or 4-month blocks;
  - d. Attend and contribute in bi-monthly worship committee meetings;
  - e. Purchase anthems and other choir supplies within the yearly budget set for these expenses;
  - f. Hire guest musicians on special occasions, as allowed by the yearly budget for this expense;
  - g. Liaise with and support volunteer leaders of music groups (Emmanubells Handbell choir, youth/young adult music group).
  - h. Arrange for a service musician to play at funerals and weddings.
  - i. Oversee the care of the church organ and pianos and make arrangements for tuning, maintenance, and repair.

- j. Encourage musical talent in the congregation.

## Qualifications

1. Experience directing a choir or choral ensemble. Experience working with/leading other musical groups would be an asset.
2. An interest in using a variety of musical styles in worship.
3. Strong organizational skills, time management and ability to plan ahead.
4. Strong communication and interpersonal skills; essential for working as part of a team.
5. Comfortable interacting with people of all ages.
6. Familiarity with United Church of Canada musical liturgies and hymns would be an asset.
7. The ability to play an instrument, improvise and/or accompany others would be an asset.

## Terms and Conditions

1. This is an 8 hour per week position, with time divided approximately as shown in the table in the Appendix.
2. In July and August (8 weeks) the hours are reduced to 4 hours per week as there is no choir practice or choir during Sunday services. The Music Director is responsible for organizing substitute musical contributions in place of the anthem during July and August services.
3. The Music Director will be entitled to 32 hours (equivalent of 4 weeks) of paid annual vacation and 8 hours of sick leave for every 12 months of service. Vacation taken during July and August will be accrued at 4 hours/week. Only 8 hours of vacation may be carried forward each year. Sick leave is not cumulative.
4. The salary of the Music Director will be in accordance with education and experience.
5. Salary will be paid by cheque monthly, in twelve equal installments, at the end of each calendar month.
6. The Music Director will 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.
7. The Music Director may give private musical instruction on the church premises provided that such instruction will not interfere with normal church activities. The use of the facilities will be scheduled in advance through the church office.
8. The use of the organ will not be granted to others without the consent of the Music Director.
9. 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.
10. 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.

11. The Music Director 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**

<b>Music Director – Weekly Division of Hours (Average)</b>	
Selection of Anthems and Music (Choosing and becoming familiar with anthems; selecting and purchasing new anthems)	1.5 hour per week (averaged over time)
Choir Practice	2 hours per week
Sunday Services	2 hours per week
Meeting/Communication with Minister/Office	1 hour per week
Coordination with choirs, scheduling, planning	0.5 hour per week
Administrative Activities (Email, other meetings and related activities)	1 hour per week
<b>Total</b>	<b>8 hours per week</b>