



St. Andrew's United Church of Pakenham

Job Description

Title: Director of Music, St. Andrew's United Church

Reports to: The Ministry and Personnel Committee

Last Updated: April 2022

Summary of Position

The Director of Music is responsible for the music life of the church. In this capacity the Director of Music: works with the Minister to set music for Sunday and other services; is responsible for the Sanctuary Choir; organizes one or two concerts per year, works occasionally with the Sunday School children; has first right of refusal to play at weddings and funerals (paid additionally); finds a replacement if they need to be away and is responsible to ensure the Cable Nelson grand piano is tuned and kept in good working order.

Nature and Scope of Functions

Music for Church Services

The Director of Music works with the Minister in the planning, selection, coordination, and creation of the musical components of each service. The structure of the services is, presently, based on the: United Church lectionary, the Canadian Choral Centre book "*Prepare*", and "*Voices United*" and "*More Voices*". The Director of Music is encouraged to recommend music from other resources.

Sanctuary Choir Director

The Director of Music is responsible for recruiting members, organizing, training, directing and accompanying the St. Andrew's Sanctuary Choir. The Director is also responsible for communicating with the choir in an effective, efficient manner and for organizing and leading rehearsals that are generally held before services on Sundays and on Thursday evenings as scheduled and/or needed. On occasion, it may be necessary to lead additional rehearsals in preparation for Christmas, Easter and other events such as fundraisers and concerts etc.

Mandatory Services

Mandatory services include Palm Sunday, Good Friday, Easter Sunday, the Anniversary Service in October and Christmas Eve.

Other Duties

The Music Director also:

- arranges for a substitute accompanist they must be away;
- has the opportunity to participate in planning and playing at weddings and funeral services based on the director's availability and interest;
- plans and plays at the annual cemetery service when invited by the Cemetery Committee;
- purchases sheet and other music as needed for the choir library;
- occasionally assists the Special Events Committee in organizing outside performers for the purpose of fund raising;
- occasionally provides education to congregation;
- submits a monthly invoice to the Treasurer; and
- writes and submits a choir report for the church's Annual Report.

Committees

Because music is an integral part of worship and outreach the Director of Music is a member of the Worship & Life Committee that meets six to eight times a year. The Worship and Life Committee is responsible for the spiritual leadership of the congregation, including worship, education and outreach.

Experience, Skills and Attributes

The Music Director must be an accomplished pianist and have experience teaching music and/or leading choirs.

Experience

- Choir Director
- Accompanist
- Music Teacher

Attributes

- Independent
- Creative
- Musically innovative
- Patient
- Flexible
- Organized
- Personable

Skills

- Accomplished pianist
- Skilled teacher
- Competent choral director
- Effective leader
- Excellent communicator (verbal, written)
- Able to work well with people of all ages
- Proficient user of computer and other communication tools