

## **Greenbank United Church**

### **Job Description – Music Director**

#### **Job Expectation**

To develop, coordinate and administer an effective well-rounded music program inclusive of traditional and contemporary styles. Provide leadership in Ministry.

#### **Job Duties and Responsibilities**

- Act as a Director of Music acceptable to Greenbank United Church for a Musical Year including weekly rehearsals, preparing the Senior Choir and Junior Choir (once established), and leading the choral part of the church services, conducting the music for Sunday church services and special services.
- Attend Session meetings. Assist Session and the Minister of Greenbank United Church in the overall planning of the worship services.
- Prepare annual, seasonal and weekly choir music for the year, beginning in September.
- Submit Choir anthems and hymn selections to the Church Secretary no later than Wednesday at 12 p.m.
- Be prompt and well prepared for rehearsals for the Senior Choir and lead them in the performance of anthems during worship service.
- Rehearse Junior Choir (once established) to perform at worship services.
- Assist in obtaining guest musicians as appropriate. Accompany and rehearse with guests as needed.
- Complete on an annual basis an expense budget and recommend it to Session of Greenbank United Church. The budget should include the following: maintenance and repair (piano, organ and sound equipment), guest musicians, purchase of new music and choral music library.
- Select, purchase and maintain music resources and sound equipment, within budget guidelines and restrictions.
- Arrange substitute organist when required, in consultation with the Ministry and Personnel Committee, at the expense of Greenbank United Church. The committee will provide a list of recommended substitutes.
- Provide music direction for weddings, funerals and consultation in the event of a change of organist. Payment for these services is received directly for the wedding as set out in the wedding fee policy of Greenbank United Church.
- Allow sufficient time for practice of services, weddings and special events, and for meeting with couples and soloists for weddings and special services.
- Submit copyright reports or music usage to licensing companies used by Greenbank United Church.
- Working with the Music Committee to plan and produce music concerts or events.
- Meet all obligations of the Music Director job description provided.
- The Music Director will be represented by the Ministry and Personnel Committee.

## **Working Hours/ Compensation**

- The Musical Year for the Music Director will include Sunday mornings plus special services which may include Good Friday, Christmas Eve and any other special services planned throughout the year.
- Annual Salary: Contract to be negotiated, paid monthly upon submission of invoice.
- Holidays to be taken for the month of August, additional time arranged with M & P as required.
- The Music Director will conduct rehearsals with the Senior and Junior Choirs (once established)

## **Police Records Check**

- The incumbent must provide a current police records check in accordance with the policy of the United Church of Canada

## **Job Specifications**

- Demonstrate knowledge and proficiency with piano and choral conducting are required. A basic ability to play the organ is required. A Bachelor of Arts Degree in Music is an asset. Knowledge, experience and an appreciation of other forms of music is an asset. The ability to work independently and as a member of a team is essential.
- Greenbank United Church encourages conferences and or/workshops to remain up-to-date on the latest music and trends in worship music and ministry.

## **Human Relations Skills**

- The applicant must have excellent communication skills and be able to communicate effectively and in a timely fashion. The person must be at ease working with the Minister, the Office Administrator, Senior and Junior Choirs (once established), as well as with members of the congregation with diplomacy.

## **Accountability**

- The incumbent works in a team with Session, the Music Committee and the Minister of Greenbank United Church. The Ministry and Personnel Committee provide the actual supervision of all staff, including the incumbent.
- Conflict and grievances will first be dealt with through the Ministry and Personnel Committee.
- Probationary Period: Six (6) months, with an option for an extension of three (3) months.

## **Termination of Employment**

- Unless dismissed for cause, either party will give three (3) months notice of termination. No termination pay, beyond employment standards legislation, will be given at the end of employment.