

Job Title: Director of Music, St. Andrew's by-the-Lake United Church

Reports to: Ministry and Personnel Committee, St. Andrew's by-the-Lake United Church

Job Purpose: To lead the music ministry for St. Andrew's by-the-Lake United Church.

Duties and Responsibilities:

- Play the organ/piano and direct the choir(s) at all regular Sunday morning services and also on Good Friday, Christmas Eve and for Call to the Cradle/other extra services.
- Select choir music for the choir(s) for church services and provide leadership for congregational singing of the hymns and responses.
- Select hymns for the Sunday service, in consultation with the Minister (usually during a mid-week meeting).
- The choice of music for Sunday services, with the exception of the hymns as noted above, is at the Music Director's discretion. However, the music selections should be consistent with the forms of worship and liturgy planned by the Minister and Worship and Christian Education Committee.
- Select music for and provide leadership for children or family choirs, as needed, for special services such as Christmas Eve.
- Provide and reimburse a competent substitute if unable to attend on a Sunday morning, except for illness/emergencies.
- Conduct weekly choir rehearsals.
- Set a budget for music and supplies and guest musicians, in consultation with the Worship and Christian Education Committee. Purchase new sheet music/books within budget limits.
- Provide Worship and Christian Education Committee chairperson with invoices for music and supplies and guest musicians' attendances and advice regarding fees payable to supply musicians.
- Provide music, when required, for all weddings and funerals in the church, or provide a substitute when unable to attend. These performances are compensated separately, and the Director of Music is responsible for collecting the fee, either for himself/herself or the substitute.
- Liaise with a designated member of the Ministry and Personnel Committee for general concerns and with the Worship and Christian Education Committee and Minister for worship related issues.
- Perform such other duties as may be agreed upon between the Director of Music and Church Council.

Qualifications:

- Competency with organ and piano to accompany congregation, choir and guest musicians
- Leadership and communication skills
- Previous church experience related to providing music and directing choirs

Approved by: St. Andrew's by-the-Lake United Church Council

Date approved: March 12, 2019

Date reviewed: