

Mount Royal United Church

Position/Job Title: Minister of Music – part time,

contract, self-employed Position/Job Description

1. Purpose and Scope: Broad level – the objectives and expected outcomes

The Minister of Music provides musical leadership to the worship and life of Mount Royal United Church through ensuring the best possible music for all aspects of worship services and other relevant church events. The Minister of Music ensures that the music of the service supports and contributes to the liturgical themes and messages. The Minister of Music develops a varied music program of high standards that provides training and encourages participation of congregational members of all ages with a variety of talents and gifts.

2. Responsibilities: Specific functions required of the position

The Minister of Music's responsibilities include:

- Music Program: i) leading, coaching and training choir volunteers; ii) providing a variety of opportunities for members to participate in the music program; iii) fostering and encouraging the artistic and spiritual gifts in all members of the congregation; iv) recruiting and cultivating persons with musical skills as needed and in collaboration with the Sanctuary Choir Director when appropriate; v) coordinates with the Sanctuary Choir Director to support and promote a choral program that is affirming and vibrant; and vi) planning for coverage in absences.
- Organist: provides organ music at a high artistic level
- Music supplies and equipment: i) recommends to Council, through the Worship and Music Committee, an expense budget for print music purchases and instrument maintenance, repair and upgrades; and ii) ensures that all musical instruments and equipment are regularly maintained, repaired and upgraded as necessary and approved.
- Staff member: i) works with Ministry Personnel and other staff colleagues to plan and coordinate the various components of regular and special worship services; ii) attends staff meetings; iii) assists the Worship and Music Committee in its mission (work and mandate); iv) contributes to Grapevine as appropriate; v) sets annual individual and team goals; and participates annually in performance review and self-evaluation.

3. Organization Accountability – The Minister of Music:

- Works with the Worship and Music Committee as an active member;
- Reports to the Ministry and Personnel Committee, through an M&P Committee liaison member, for contract, performance review (including an annual performance appraisal), and other work-related issues;
- Acts as/Oversees the Sanctuary Choral Director position;
- Collaborates with Ministry Personnel and staff;
- Communicates in a timely manner with the staff person designated to oversee the music program finances.

4. Authority: Including authority for what and to what extent (internal and external)

The Minister of Music:

- Ensures that all musical aspects of the service advance the theme of the day – overseeing hymn/choral/ instrumental selection, rehearsal preparation;
- Hires and supervises (when necessary) section leads and other musicians for services such as weddings, funerals and other events as warranted;
- Administers effective music ministry through a balance of planning, follow-through, delegation, communication and financial accountability.

Position/Job Requirements

1. Education and Training: knowledge and skills (required, preferred or desirable)
 - Music degree or equal
 - Ability to accompany choirs/instrumentalists on the organ and piano – required
 - Wide knowledge of classical organ and choral repertoire – preferred
 - Competence in choir training and choral conducting – preferred
 - Knowledge of music resources of the United Church of Canada - desirable
 - Familiarity with the liturgy of the United Church of Canada – desirable
 - Knowledge of and ability to network with fellow music leaders in the wider church community and with other music professionals in the city - preferred
2. Experience: (required, preferred or desirable)
 - Five or more years as organist/music director in a Christian church - required
 - Five or more years working with/singing in choirs - required
 - Two or more years as accompanist to choirs and vocal or instrumental soloists – required
 - Motivating musicians at all levels of proficiency - preferred
3. Personal and Professional Qualities: (required, preferred or desirable)
 - Excellent interpersonal skills – required
 - Good verbal and written communication skills – required
 - Effective planning and organizational skills – required
 - Ability to work as an effective team member – required
 - Encourages, inspires and is sensitive to the needs of volunteers who contribute to music making in the church community – required
 - Ability to assess and utilize resources that support the existing music program and explore others that offer the potential for growth – required
 - Self-starter with good problem-solving and decision-making abilities - preferred
4. Special Requirements: criminal records check, travel, overtime, etc.
 - Criminal records check

Approval:

Name: Erik Gingles

Position/Committee: Chair, Ministry and Personnel, on approval of Council

Date: December 15, 2012

Revisions/updates: December 10, 2012