

## **MUSIC DIRECTOR**

### **JOB DESCRIPTION**

**January, 2014**

The Music Director is responsible for directing the choir and developing and maintaining the music program which is in keeping with the wishes, needs and resources of the congregation of Riverbend United Church.

This is a part-time position of 10-15 hours per week, ten months per year; September through June. Salary is negotiable, depending on qualifications and experience.

The staff of Riverbend United Church works within a cooperative team setting and it is understood that the candidate will be a full participant in this team model. All staff members report to the Ministry and Personnel Committee.

The following is a general summary of responsibilities; actual responsibilities may change over time, to accommodate new programs or staff changes. Details of this job description may be reviewed at the request of either party upon thirty days written notice to the Ministry and Personnel Committee or to the candidate.

### **RESPONSIBILITIES:**

Specifically, the Music Director is expected to:

#### **CONGREGATION and WORSHIP**

Develop and support effective musical leadership in the church.

Foster the spiritual life of the congregation and its members through music ministry in worship at Riverbend United and in outreach events.

Provide leadership in music during services: Direct the Adult Choir for 10:30 AM Sunday worship in rehearsing and singing hymns, worship music and anthems, weekly from September through June, and as needed for the 9 AM worship service and other events throughout the year. One Sunday per month, contemporary music is offered by our Ensemble at the 10:30 worship service.

Be familiar with the overall goals that the congregation has set for itself. Know how these goals influence the music programs, and how these goals may be obtained. Work at integrating these goals and growing the depth of the Music Ministry for the whole congregation

Assist with the selection of music and hymns for Sunday Services, with reference to liturgical seasons and lectionary readings, and for other special occasions.

Plan and prepare special music for events throughout the year.

Oversee and facilitate communication among the Ministerial Staff, the accompanist and all music groups: Adult Choir, Bell Choir, The Ensemble and any others that may be involved in music and worship.

## ADMINISTRATIVE

Attend staff meetings, usually held each week.

Collaborate with the Lead Minister on music for worship services. Work with the Lead Minister to determine the appropriate mix of musical styles (contemporary or traditional).

Attend music reading workshops to choose new music for the adult choir, and other groups as required. (Registration fees to be paid by the church)

Oversee storage and organization of the sheet music collection.

Co-ordinate preparation of music (words) to be projected for weekly services.

Provide effective and appropriate preparation for rehearsals, worship services, and meetings.

Track and report any copyright license usage for music services.

Link with organizations, people, and resources in and beyond the congregation that are related with music within the church.

Periodically contribute written articles to publications, including the Front Pew and the Riverbend United Church website.

## OTHER

Continually learn both about music and about the people in the congregation so that music is appropriate to the needs and growth of the congregation (both musical and liturgical).

May oversee development of new Youth and/or Children's choir.

Other related duties.

## **SKILLS REQUIRED:**

Since the position involves a good deal of independent task management, the candidate should be self directed and efficient with good communication and leadership skills.

Be skilled in choir direction and growing the choir through personal rapport and team building.

Must have the ability to listen to and communicate with people of all ages and musical backgrounds.

Should have an interest and knowledge of a wide range of music.

Have experience working with volunteers and committees.

The ability to write, compose and/or arrange music that contributes to the congregation's worship experience would be an asset.

**EDUCATION AND EXPERIENCE:**

Music background or degree with a Major in Music, or equivalent level of experience in directing choirs, along with familiarity with United Church theology.

**This posting will remain open until a suitable candidate is found.**

**Only those applicants selected for interviews will be contacted.**