

## POSITION DESCRIPTION - DIRECTOR OF MUSIC

### Overview:

The Director of Music is responsible for the oversight, development and support of all aspects of the worship music program.

**Hours Per Week:** 20

### Reporting Relationships:

The Director reports to the Ministry and Personnel Committee but has a strong working relationship with the Worship Committee. The Director will work in concert with the Minister who is responsible for overall spiritual leadership for the congregation and for team leadership of the paid staff.

### Responsibilities:

1. The Director of Music shall be responsible for the oversight, development and support of all aspects of the worship music program in order to:
  - a) develop and maintain a pre-eminent music program
  - b) encourage growth and quality at all levels and within all age groups
  - c) develop the vocal and instrumental musical talents of the congregation
  - d) develop a wider range of music to include both contemporary and traditional style to move the church forward, but always maintaining the interest of the congregation
2. Consult with the minister in the selection of worship music, with attention to the Liturgical calendar, and prepare and maintain an on-going three to four month advance schedule of worship service music.
3. Provide ongoing musical accompaniment (organ/piano) for weekly Sunday morning services, midweek Lenten services, Good Friday service, Christmas Choral service and scheduled Christmas Eve services, and arrange for any guest musicians and/or vocalists as appropriate
4. Personally direct and accompany the Appleby Choir and conduct Choir rehearsals which are held regularly on Thursday evenings for two hours, September through June.
5. Advise, consult and assist with special projects or services as may be undertaken by the Music Ministries.
6. Advise all vocal and instrumental worship groups in the recruitment of volunteer leaders and members and provide ongoing support.
7. Participate at regularly scheduled staff meetings as conducted by the Minister and attend regularly scheduled meetings of the Worship Committee.
8. Develop an annual music budget for Worship Committee review and congregational approval.
9. In consultation with the Worship Committee, administer the approved music budget and purchase items within the terms of the budget.
10. Work with the Choir Librarian for management and upkeep of the music.
11. Manage the use, care and maintenance of all church owned musical instruments.
12. Work with the Worship Committee to arrange for a qualified substitute during vacation periods.
13. Provide musical accompaniment (organ/piano) for all weddings and funerals conducted within the church. Other qualified musicians may, with the approval of the Director of Music, provide instrumental accompaniment for weddings and/or funerals; such approval shall not be unduly withheld, however a bench fee may still apply.
14. Encourage, develop and support current and new music programs within our Church community.
15. Work cooperatively with the choir executive and lay music leadership.
16. Work within the Duty of Care Guidelines of Appleby United Church

# **SKILLS: DIRECTOR OF MUSIC**

## **Dealing with People**

- Openness in dealing with staff and music groups
- Straight forward & honest
- Understanding of various talents and/or struggles.
- Be encouraging, accepting and respectful

## **Leadership Style**

- Promotes development of leadership in others
- Inclusion of lay leadership to expand Music Ministries
- Teaching Abilities
- Performance Techniques
- Adaptability and flexibility

## **Planning & Organizing**

- Development of community involvement in planning
- Promote Music Development at a wide level
- Consider integration of Music Ministries an integral part of planning

## **Practical**

- Strong musical talent in all aspects of playing the organ and piano
- Strong musical leadership capabilities with respect to vocal, choral, and instrumental groups
- Ability to read and write music
- Ability to play and/or conduct other instruments is a valued asset
- Physical Stamina
- Perseverance

## **Gifts and Attitudes for Success**

- Considers teaming with Worship an important style of cooperation
- Self-motivated
- Skill to instill a strong sense of community among the groups they lead
- Strong ability to relate well with children and youth
- Able to work and co-operate creatively and respectfully with other staff members
- Considers the development of congregational involvement an integral part of the life of worship and the church.
- Knowledge of a variety of contemporary music to integrate into our worship services.