

## **St. Andrew's United Church Job Description – Music Director**

**Job title:** Music Director

**Reports to:** Chair of the Ministry & Personnel Committee

**Job purpose:**

Music is a high priority for this welcoming, compassionate and inclusive Christian community of faith in downtown Sudbury.

The Music Director will work collaboratively as part of a team of ministry personnel, lay employees and volunteers to provide traditional and contemporary music during worship. S/He will be open to new directions as the St. Andrew's congregation continues to adapt to more fully meet the spiritual and social needs of a 21st-century community.

**Duties and Responsibilities:**

1. Play the Yamaha Disklavier grand piano and, depending on the Music Director's ability, the 1972 Casavant (Phelps) II-35 pipe organ at recordings of all regular weekly worship services of the Church and other special liturgical services, e.g., Christmas Eve, December 24, 2021.
2. Begin to re-engage with adult church choir members to find ways to include music and music leadership in some worship services.
3. Collaborate weekly with the Minister, by Zoom or in person, to select music for the weekly worship services.
4. Attend Zoom or in-person meetings, as required, with staff and the Worship Planning Team. Currently, Worship Planning meets approximately every six weeks.
5. Engage paid guest vocalists and instrumentalists, as appropriate from time to time, to be paid by the Church within the established budget (see Music Programming Budget below).
6. For a planned absence for a Sunday or other service, the Music Director will:
  - a) ensure, in advance, that a suitable substitute is secured, and provide her/him with all of the music and worship service material;
  - b) provide Worship Planning and the Minister with the name of the substitute musician and her/his contact information;
  - c) requisition payment from the Treasurer

Note: the Church will supply a list of musicians and their contact information

7. Has the first right of refusal for any weddings and funerals in the church, and will be remunerated independently.
8. Fulfill other duties consistent with being the Music Director.

**Joint Worship Services:**

- 1. It has been the practice of the Church to share summer services with other local United Church congregations. This is usually the 10-week period from the last Sunday in June to the last Sunday in August, inclusive. In 2021, St. Andrew’s will host services for July 4, August 22, August 29.
- 2. There may be other joint “Sunday” services from time to time. The Music Director will provide music as required, as part of her/his normal weekly duties and responsibilities.

**Music Programming Budget:**

- 1. The Church will provide a music programming budget for each calendar year, to be administered by Worship Planning. The Music Director will recommend expenditures in advance as appropriate (e.g., music, paid guest performers) to Worship Planning for consideration/approval.

**Qualifications and Experience:**

The Music Director will possess:

- 1. An undergraduate degree in music or equivalent educational qualifications or experience, with highly developed piano skills as well as choral conducting experience
- 2. Positive experience working collaboratively and in a professional manner as a team member
- 3. Excellent oral and written communication and interpersonal skills
- 4. Organizational skills and attention to detail

In addition, the following would be assets:

- 1. Familiarity with United Church of Canada liturgy and choral repertoire (e.g., *Voices United, More Voices*)
- 2. Ability to play the organ, or willingness to learn

**Working conditions during COVID-19:**

- 1. St. Andrew’s workplace policies and procedures during the pandemic are requesting staff and essential volunteers to work remotely from home unless it is absolutely essential to be on site.

The Music Director will be able to schedule rehearsal time in the sanctuary on her/his own. Video recording of the weekly worship service for viewing on YouTube requires the Music Director to be in the sanctuary, physically distanced behind a large, moveable plexiglass partition, in the company of the Minister and volunteers (max. number of people in the sanctuary will be according to provincial laws/guidelines).

- 2. This job description reflects the pandemic restrictions for religious organizations as of May 18, 2021. If an easing of restrictions results in changes to the job description, St. Andrew’s will review this document with the Music Director.

Approved by: Ministry & Personnel Committee  
 Date approved: May 18, 2021  
 Reviewed by: Resources, Worship Planning, Council, Music Director Search Committee