



# St. Thomas Anglican Church

## Music Director Ministry Position

Ministry Position Title:	Music Director/Coordinator 6 - 8 hours/week (not to exceed 8 hours/week)
Term of Office:	Permanent part-time employee
Salary Range:	Description of pay remuneration will be in accordance with current RCCO/CRCO Table of Recommended Salaries

### Overview:

The Music Director ministers to enrich the liturgical/musical/faith life of the community, reinforcing the understanding that liturgy is innately connected to the whole life and mission of the parish.

### Responsibilities:

- 1) **Prepare and lead music for parish liturgies**
  - Choose, in consultation with the priest when requested, music that is liturgically and pastorally appropriate.
  - Lead/accompany music for worship
  - Equip, and enable volunteer musicians from the congregation to participate in music ministry
  - Rehearse and direct music volunteer team with primary aim of supporting the congregation's song (90 min evening rehearsal, 30 min rehearsal before Sunday service, extra rehearsals as required seasonally).
  - Teach new music to congregation
- 2) **Encourage musical gifts within the congregation**
  - Provide opportunities for musicians within the congregation to use their gifts to support the liturgical life of the congregation.
- 3) **As a private contractor, provide music for pastoral liturgies**  
(weddings/funerals/memorial services)
  - Consult with clergy, families, couples, soloists, to choose music for weddings and funerals.
  - Provide preludes/postludes, and solo accompaniments, processional, recessional music.
  - Work with soloists to prepare appropriate solos for liturgies.
  - Additional fees shall be paid by the families for such services as weddings and funerals



### **Skills/Knowledge/Requirements**

- Ability to lead worship with piano
- Leadership skills are an asset
- Understanding of the rhythm, rationale and direction of the liturgy as it relates to the mission and life of the parish.
- Openness to the familiarity with the breath of hymnody: traditional and contemporary and global
- Understanding of Anglican liturgical tradition would be an asset.
- Understanding for the need and the ability to maintain confidentiality.
- Sensitive and understanding communicator.
- Able to work flexible hours to accommodate planning and working with volunteers
- In consultation with the Incumbent, the Music Leader shall arrange for substitute replacements when needed
- Continuing education (one annual opportunity covered in consultation with the priest and wardens)

### **Instrument Care**

- The Music Director shall be responsible, in consultation with the administrative assistant, for the maintenance and tuning of the parish's piano.

### **Accountability/Reporting**

- The Music Director reports to the rector.
- Communicate regularly with the Rector reporting any concerns in a timely fashion
- Participate in an annual performance review of the position led by the Church Wardens
- Reviews of the position for the purpose of support and necessary and beneficial adjustments of the position description will occur annually.

### **Requirements**

- Submission of Resume
- Submission of Current Police Record Check with Vulnerable Sector Check obtained within the last 12 months (and then renewed every 3 years thereafter)
- Interview with the Rector and interview committee to review role description
- Provide names and contact details of 3 references upon request from the interview committee
- Certificate of completion for the Diocesan Safe Church requirements

Please forward your application, indicating your interest in this position with resume (stating qualifications, experience and references), to [sttomrector@gmail.com](mailto:sttomrector@gmail.com)