

Director of Music Ministry Position Description

OVERVIEW

- Position: Director of Music Ministry
- Reports to: Incumbent
- Accountable to: Incumbent and Church Wardens (The Corporation) and in adherence to the Music Ministry Guiding Principles (listed below)
- Target Start Date: June 1, 2024
- Term of Employment: part-time position, 2-year renewable contract
- Compensation: Commensurate with experience and qualifications

QUALIFICATIONS

- A strong commitment to Christ, and to the vision and mission of the Anglican Parish of St. Peter.
- Strong leadership skills:
 - Ability to work in a cordial and cooperative manner.
 - Ability to perceive the needs, desires, strengths, limitations, and potential of church musicians.
 - Ability to constructively receive suggestions and ideas, and to evaluate their merits, and communicate plans/decisions with gentleness and clarity.
- Effective communication skills:
 - Ability to articulate musical plans and directions clearly, including in rehearsals or when conveying plans for upcoming services.
 - Active listening skills, with ability to receive input, feedback, and ideas.
- Ability to work with groups and individual musicians in achieving a blended music experience incorporating a variety of musical styles and expressions.
- Demonstrated ability to direct vocal leaders and congregation in singing, including choir and cantors.
- Commitment to high standards of musical offering and musicianship. Piano competency is required. Organ competency is considered an asset.
- Strong organizational skills with ability to effectively manage time and resources, and to plan ahead.
- Willingness to join in congregational worship.

RESPONSIBILITIES

1. Plan worship music including hymns and psalms, according to the Revised Common Lectionary (<https://lectionary.anglican.ca/>), in consultation with the Incumbent (or designate).
2. Ensure that music resources are managed in full accordance with Canadian and international copyright law by administering required copyright licensing programs, including using the OneLicense online portal to report any music used that is not in the hymnal.
3. Coordinate the scheduling of cantors for the psalms.
4. Ensure that musical accompaniment is provided for worship including weddings, funerals, and other special worship occasions; arrange alternate musicians as required.
5. Lead regular weekly choir rehearsals from September through May.
6. Collaborate closely and in a timely manner with the Parish Administrative Assistant, including communicating necessary music information for the preparation of service bulletins.
7. Actively participate as a member of the Worship Planning Team.
8. Identify and implement opportunities for music ministry as they arise from within the congregation and wider community.
9. Recruit, coach, and direct vocal and instrumental leadership, including choir, cantors, and other instrumentalists (i.e. guitarists, percussion players, etc.).
10. Oversee the care and maintenance of music instruments and materials.
11. Submit a budget request to Finance Committee by end of November for the following year, to include all expenses related to music.
12. Purchase music and music supplies within approved budget, and submit requests for payment in a timely manner.
13. Participate in workshops and training which support our commitment to blended music (funding available upon request and approval).

The successful candidate must complete relevant Police Record Check and Vulnerable Sector Screening prior to employment, and comply with the Diocese of Rupert's Land Respectful Workplace Policy, Child Protection Policy, and Sexual Misconduct Policy.

MUSIC MINISTRY GUIDING PRINCIPLES

"Music is praise, music is proclamation of the Word, and music is prayer..."
(Raquel Gutiérrez-Achón)

Music – as praise, proclamation, and prayer - is an essential part of, and critical to, the atmosphere of worship, and:

- Reinforces a Scriptural focus;
- Connects us to God in meaningful and various ways; and
- Becomes an expression of God's steadfast love.

With this in mind, the Anglican Parish of St. Peter is committed to developing its music ministry guided by the following principles:

- Music and the presentation of music will work to develop congregational singing and participation.
- Music will enhance the sense of the holy in worship.
- Music will reflect the themes of the lectionary, the seasons of the year, and specific celebrations within those seasons.
- Music will support the mission of the church by bringing the outside concerns of the world into worship.
- Music resources will include a variety of instruments and styles to facilitate a blended, musical experience as appropriate.

APPLICATION PROCESS

Interested candidates should submit a resume (including a list of credentials, and contact details for three references), and a cover letter outlining how their interests and relevant experience align with this position.

Please submit applications with "Application: Director of Music Ministry" in the subject line by 5 PM CST on April 29th, 2024 by email to the Incumbent, The Rev. R. Susan Smandych (priest@stpetersanglican.ca) cc., Deputy Incumbent's Warden, Laurie Bellay (labellay@shaw.ca). Receipt of all applications will be acknowledged. Short-listed candidates will be notified by May 3rd and invited to an interview and audition, which will be conducted between May 6th and 17th.