

ST. MARY'S ANGLICAN CHURCH, RICHMOND HILL
JOB DESCRIPTION— MUSIC DIRECTOR AND ORGANIST

Supervisor's Title: Rector

1.1 PURPOSE OF POSITION

The Music Director and Organist will ensure that both our traditional and contemporary worship services are enhanced through the use of music (instrumental and choral or praise band) so that the congregation is encouraged to participate fully. All activities associated with this position should be achieved in a manner consistent with the Parish Mission and Vision Statements and associated policies and practices.

1.2 MAJOR RESPONSIBILITIES

- Provide leadership in a ministry of music which is sensitive to the traditions, goals, needs, and practices of the parish and to the changes in liturgical seasons.
- Play the organ and/or piano at Sunday and major Holy Day services.
- Maintain, attend, nurture, recruit for, and direct a choir, offering one choir practice each week for up to 9 months a year.
- Coordinate, develop, and work with St. Mary's praise and worship musicians, helping provide music for contemporary Family Services (now meeting once a month, but likely more regularly in future).
- In collaboration with and under oversight of the Rector, recommend appropriate hymns, songs, and anthems for Sunday and Holy Day services.
- Provide music for occasional services, including, when available, weddings and funerals held in the church. In consultation with the Rector, find suitable supply musicians, when needed.
- Meet regularly with the Rector to plan music and liturgy for Sunday services and Holy Days.
- Be responsible for the parish music library and within the limits of the annual budget, purchase choir music and vestments, and pay for supplemental musicians. Be responsible for submitting an annual budget to the churchwardens for approval by the Vestry.
- Oversee congregational hymnals and other liturgical music resources, making recommendations for purchases and new music to the Rector.
- Inform Rector and Wardens of repair/maintenance needs for organs and piano and, subject to their approval, arrange/contract necessary repair/maintenance work.
- Attend staff meetings, when necessary.
- Other duties as assigned by Rector and Wardens.

1.3 TERMS AND CONDITIONS

- Under the diocesan *Responsible Ministry: Screening in Faith* policy, this is a "high-risk" ministry position. Any offer of employment will be conditional upon a satisfactory background check, obtained through the process approved by the diocese. The Music Director and Organist will also be required to attend a Sexual Misconduct Policy workshop at St. Mary's.
- The initial appointment will be for 12 hours per week for a renewable one-year term, subject to successful completion of a probationary period of three months.
- The salary is negotiable, but will fall within general RCCO guidelines. Additional fees will be paid for weddings and funerals. Subject to availability and the prior approval of Clergy and Wardens, the Music Director and Organist will also be able to use parish instruments for teaching purposes. All remuneration will be subject to withholdings and deductions required

by law and Parish policy, the costs to be shared by the employee and the employer as policy dictates.

- The position will include three weeks' paid vacation a year to be scheduled in consultation with the Rector, but never during festival seasons (Christmas, Holy Week and Easter) of the church. The Parish will reimburse for reasonable work-related expenses as approved by the Rector.