

Cooke's-Portsmouth United Church - Part time Music Director

Cooke's-Portsmouth United Church, Kingston, is seeking a part time Music Director to continue to grow an established music program that enhances the spiritual experience in our Worship services. We are a community-minded congregation who appreciates both traditional and contemporary music as an integral part of our Worship. We enjoy music by our Choir and Music staff, but also enjoy guest musicians, and the contributions of congregational members, young and old, that regularly share their musical gifts.

Our Sanctuary houses an Allan 2 manual electric organ and a 2013 Yamaha Baby Grand piano.

As Music Director, you would work closely with our Minister, our accompanist, choir members, special guest performers, and congregational members of all ages.

The Music Director is required to play the organ/piano for regular Sunday services, some special services such as Good Friday, Christmas Eve, and others as requested by Session, to direct the Worship Choir during practices and for regular Sunday services, some special services such as Good Friday, Christmas Eve, and others as requested by Session, to coordinate Church music, music selection, to coordinate special music performances, and to act as back up accompanist as requested by Session.

The Committee of Session provides direction and supervision on all matters relating to music and worship. For all matters regarding the employment relationship, the Music Director reports directly to the Ministry and Personnel Committee.

Required Skills and Attributes

- Proven experience as a choir director, ability to read music, play piano and organ.
- Knowledge of both traditional and contemporary styles of music.
- Familiar with United Church music liturgy, and the ability to weave musical components of the service seamlessly into the worship experience.
- Strong organizational skills, and proven ability to be relied upon to complete tasks required, with minimal support or supervision.
- Strong interpersonal skills, including demonstrated ability to listen actively, and show mutual respect for other employees and volunteers.
- A relaxed, comfortable presence in front of the congregation.

For greater clarity the following represents the job details of the current music director. (some flexibility to the position is possible depending on the candidate's skills and experience)

Music Leadership:

Playing organ and piano during the regular and special Church services (prelude, hymns, reflective music, offering, postlude)

Conducting the worship choir

Leading weekly worship choir rehearsals, currently from mid-September to mid- May

The Music Director should meet weekly, or as required, with the Minister for planning and discussion on all matters relative to the music program

Music Planning and Organization:

Selecting and purchasing choir music and cataloguing new music

Organizing and scheduling the “featured music” schedule, either with the choir, various groups, Church members, or community guest musicians.

Hiring guest musicians e.g. bugler or trumpet player for Remembrance Day services, or guest musicians for other services

Creating invoices for featured musicians, and forwarding those invoices to the appropriate people so the musicians get paid

Musical Asset Management:

Creating and maintaining a budget for featured/guest musicians, choir music, piano tuning, and organ maintenance

Arranging for our organ repair person when the organ is in need of servicing

Arranging for our piano tuner, when required (ex. before concerts where the rental group has paid for the tuning of the piano, or when the piano is in need of tuning)

Supervising access to organ and baby grand piano by inside and outside parties.

Worship Planning and Collaboration:

Attend the Worship Committee meetings

In conjunction with Minister, selecting anthems for services, planning the varied music for Christmas and Easter cantatas/lessons and carols services

Providing a variety of music during the service, combining traditional with more contemporary music, using both Voices United and More Voices.

Working in collaboration with the minister when planning services. The minister selects the hymns, and the Music Director checks them over to make sure that they are familiar. If they are unfamiliar, the music director may play them before the service, or teach the congregation the new music during the service.

Selecting service music (reflective, offering, featured) to enhance the worship and provide opportunities for meditation through music.

Being mindful of the flow of the service, making sure the service is full of meaning, authentic music, smooth transitions, and ensuring there are no awkward gaps or pauses.

Working with members of the congregation and outside community, to encourage and support both professional, and aspiring musicians.

Apprising our sound system personnel when musicians or singers require microphones, making sure arrangements are made ahead of the Sunday service.

Additional Responsibilities:

Playing for wedding or funerals on a fee per service

Responsible for finding own supply organist when away (choir accompanist is currently also supply organist)

Estimating the number of Sunday services and choir rehearsals the accompanist will be responsible for, and how many services he/she will act as organ supply. Communicating this information to Session for approval, to the accompanist and to the Treasurer, and maintaining the work schedule of accompanist throughout the year.

Other General Terms of Employment Contract (some flexibility is possible depending on candidate's skills and experience)

Work hours, including practice, average 7 hours per week, perhaps less during summer months, and more during more during special seasons. Compensation is paid monthly by salary, based on 7 hours weekly and experience and qualifications in keeping with RCCO guidelines.

The Music Director has first opportunity to provide other services for non-regular activities, such as **weddings and funerals**. Additional remuneration will be paid to the Music Director for weddings in accordance with a fee schedule guideline established by the Employer, and for funerals according to the fee schedule guideline established by the Funeral Home. These monies will be paid directly to the Music Director by the parties requesting the service.

Vacation

The Music Director shall be entitled to the following vacation allotment after one (1) full year of continuous employment:

Two (2) weeks paid vacation after one (1) full year of continuous service. Three (3) weeks paid vacation after five (5) full years of continuous service. Four (4) weeks paid vacation after ten (10) full years of continuous service.

Vacation shall be taken at a maximum of two (2) weeks at a time with the third and fourth weeks (when eligible) approved by the Ministry and Personnel Committee in consultation with the Minister.

All vacation time must be taken within the calendar year and generally cannot be carried forward except for unusual circumstances, which shall require Ministry and Personnel Committee approval.

Statutory Holidays

The Music Director shall receive the following statutory holidays and shall receive regular pay in accordance with the Ontario Employment Standards Act as outlined below:

New Year's Day (Jan. 1)	Civic Holiday (1st Mon. in Aug.)
Family Day (3 rd Mon. in Feb.)	Labour Day (1 st Mon. in Sept.)
Good Friday (date varies each year)	Thanksgiving Day (2 nd Mon. in Oct.)
Victoria Day (Mon. May 24 th or closest Mon. prior to May 24th)	Christmas Day (Dec. 25)
	Boxing Day (Dec. 26)

If a statutory holiday falls on a Sunday or when a special worship service is scheduled, the Music Director shall be paid at a rate of one and one-half (1 1/2) times the regular wage for all hours worked on that statutory holiday.

Leave of absence

Accept as otherwise provided by legislation, the Music Director may, with the approval of Session, the Minister, and the Ministry and Personnel Committee, apply for reasonable

periods of absence, providing the request is made in writing detailing the reasons for the request and with as much advance notice as is possible, given to the Committee. Generally, salary will continue, but subject to adjustments, including that referred to under “supply organist”.

Supply Organist

Finding a supply organist is the responsibility of the Music Director. The cost of remunerating a supply Organist, for Sundays or special services, other than those related to vacation and sick leave will be deducted from the regular monthly salary of the Music Director, on an estimated average amount with an adjustment to be made in December, for any amount owing or over deducted.

Sick Leave

In the event of major illness preventing the performance of essential duties, full pay will be guaranteed for two (2) weeks per year (two Sundays). This is not cumulative from one year to the next.

Compassionate Leave

Three (3) consecutive paid days per year are allowed when there is a loss of an immediate family member. This is not cumulative from one year to the next.

Applicants may forward their resume

by email to: cpucemployment@gmail.com, attention Music Director Search Committee, or by mail to: Cooke’s-Portsmouth United Church, 200 Norman Rogers Drive, Kingston K7M 2R4, attention Music Director Search Committee