

Terms of Reference – Position Description – Music Director Part-time: 10 hours per week.

Zion United Church community of Faith recognizes that Music is an integral part of our worship experience as a meaningful expression of our praise, gratitude and response to the Creator God as revealed through Jesus Christ, as well as a musical expression of our faith life journeys in this community and throughout the world.

The Music Director will be responsible for organizing, planning and implementing special music for each worship service with special attention to the special seasons of the church year such as Advent/Christmas and Lent/Easter.

Tasks to Support this role

The Music Director...

- Will, in consultation with worship Ministry team (Minister, Christian Education and Youth Coordinator, pianist/organist, Worship Committee as required) select music appropriate to both worship themes or seasons of the Church year and to the capability of choir members.
- Will serve as a member of the Worship Committee *ex officio*.
- Will demonstrate proficiency and competency in playing the piano or organ/piano.
- Will foster and encourage cross generational participation in the music ministry, for example, occasional trio's, quartets, women's, men's, children's vocal groups in worship and special celebrations.
- Will conduct regular weekly choir rehearsals September to June (vocal choir and bell choir) or, when unable to be present in person, will arrange for an appropriate substitute or give notice to all members of cancellation.
- Will conduct the choir for anthems during the weekly worship services and for special celebrations such as, but not limited to, the special Holy Week services.
- Will assist if needed in Children's Christmas concert planned by Christian Education and Youth Coordinator.
- Will assist and support Zion's outreach ministry by providing music for and conducting choirs for special events as they evolve in consultation with Ministry team e.g. Dicken's Christmas event.
- Will encourage and teach congregation new hymns during worship in consultation with Worship Committee.
- Will file with the church Administrator (secretary) the weekly music anthem selection for addition to church bulletin.
- Will arrange for Vocal Choir to present anthems 3 Sundays out of 4 (September – June).
- Will arrange for Bell Choir to present an anthem 1 Sunday a month (September – June).
- Will on occasion arrange for guest soloists or instrumentalists for Sunday Worship.
- Will be willing to be flexible with their hours of work.
- Will provide music accompaniment for worship on the last Sunday of each month for the full year or arrange for substitute.
- Will, if requested provide special music or accompaniment for weddings or funerals. The music director will be responsible to either recommend a suitable accompanist or will provide the service themselves. This duty is above and beyond regular salary and thus, the Music Director would receive a set fee for service from the family as outlined in the Zion united church policy.

The Music Director will be responsible for maintaining the music library electronically and functionally, to facilitate easy access for appropriate music selection, so that the music content continues to meet the qualities desired to contribute meaningfully to the worship experience.

Tasks to support this role

The Music Director ...

- will regularly review the contents of the music library and in consultation with Ministry Team, Worship Committee and choir members, discard music that does not meet the intention of this goal or is, in the judgement of the Music Director, no longer needed.
- Will update electronic record weekly to reflect performances and or changes to library.
- Will purchase new music as necessary within the budget provided and will submit invoices to church treasurer in a timely manner.
- Will make recommendation to the Official Board through the Worship committee, any adjustments required to the budget for the music program for Zion United church.

Core Competencies, Skills and Experience:

- Has a basic understanding of scripture and of its authority within the United Church of Canada.
- Has extensive repertoire of Christian music and demonstrates a willingness to teach new hymns.
- Possesses organization, planning skills and ability to consult effectively with Ministry Team and Worship Committee as well as to direct choirs and musical groups at Zion.
- Has knowledge as to resources and venues for purchasing appropriate Christian music and ensure all music is accessed following legal and copywrite laws.
- Demonstrates ability to make appropriate music selections to fit worship themes as well as music selections to match the ability and skill of choir members.
- Demonstrates effective communication skills with Ministry team, as well as for teaching and music leadership to choirs and the congregation.
- Has the ability to recruit and encourage others to participate and become involved in the music ministry at Zion whether vocally or instrumentally.
- Demonstrate flexibility in implementation of music for worship as required.
- Demonstrate proficiency and competency in playing the piano or organ/piano.

Music Director – Part time 10 hours per week.