

PROFESSIONAL MINISTRY JOB DESCRIPTION

Position: Director of Music: Organist & Choir Director

Nature of the Position

The Director of Music is responsible for supplying all music for the services of **PARISH NAME HERE** which require music. As organist, the director of music plays all music requiring the organ and as choir director, the director of music teaches and directs the choir in the performance of that music. The Director of Music educates and inspires through their music selections.

Outline of Responsibilities

- Work with the clergy to ensure appropriate style and themes for services
- Selection of all hymns, psalms and canticles for all services. These selections must reflect the themes of the readings and the liturgy in general.
- Assist clergy in their singing and learning of the *sursum corda* and other worship music
- Teach anthems to the choir and choral leads; choosing their repertoire based on sound theology and musical ability
- Ensure suitable replacement of organist when needed
- Work closely with volunteers and paid musicians (choir, soloists, instrumentalists) in an encouraging and challenging way
- Occasionally organize professional instrumentalists and choral leads to enhance the worship music for special feast days
- Ensure a good and ever-improving musical standard; bearing in mind the feelings of the volunteers which make of the music program at **PARISH NAME HERE**
- Organize and coordinate all aspects of the **PARISH NAME HERE** concert series
- Oversee the proper maintenance of the organ and piano by approved technicians
- Supply the church secretary with materials required for the Sunday bulletin and other information as needed

Skills & Experience

- Accredited levels of training in music
- Exceptional leadership, organizational and communication skills
- Strong knowledge of Anglican traditions of liturgy
- A passion for music

Boundaries & Limitations

- Upholds the parish Code of Conduct
- Reviews music selections and activities with the clergy

Support, Supervision & Training

- Professional musical training and ongoing practice and learning of new liturgical styles
- Works directly with the clergy
- Maintains a relationship with the Royal Canadian College of Organists

Participation Group

- A member of the Ministry Team
- Works with members of the congregation of various ages

Screening Requirements

- Application showing qualifications and previous experience within the church, then interviewed by a selection committee
- Agrees to uphold the position description
- Police Record Check

Length of Term

- 1 Year Renewable

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	All ages	Medium
Setting	Worship Space, Office	Medium
Activity	Choir Practices, Concerts, Worship	Low
Supervision	Normally in Groups	Low
Nature of Relationship	Somewhat intimate	Medium
Degree of Authority	Some Authority	Medium
Physical Safety	Rare physical risks	Low
Financial	No financial involvement	Low
Privileged Information	Some possession of privileged information	Medium
Damaged Reputation	Medium risk of damaged reputation	Medium

RISK ASSESSMENT: MEDIUM

The risk for this ministry is medium because the majority of risks factors for this ministry are medium and the position takes place for the most part in large group contexts, and carries only moderate authority and access to privileged information.

RISK MANAGEMENT REQUIRED

- Agrees to uphold the job description
- Signed affirmation of the Code of Conduct
- Police Record Check