
MUSIC DIRECTOR Job Description

Stouffville United Church

JOB SUMMARY

The *Music Director* is primarily responsible for preparing and conducting the musical ministry of Stouffville United Church, in co-ordination with the Ministerial staff and the Worship Committee.

Compensation is based on an average commitment of 14 hours per week, eleven months of the year. The commitment includes Sunday worship services, weekly Senior Choir practices (Sept-May), special services of worship, both in the sanctuary and off-site, oversight of Youth Choral activities, service & choral preparation time, periodic special music events, and administration. Scheduled time-off is pre-approved by the Worship Committee.

In addition, the Music Director is responsible for providing music for church weddings and other extra services when required, with compensation on a per service basis.

MAJOR DUTIES AND RESPONSIBILITIES

1. *Deliver all aspects of Sunday Service music*, by providing organ/piano accompaniment for hymns, playing of other service music, directing and accompanying the choir, providing musical preludes and postludes, and co-ordination of any special music presentations.
2. *Provide Worship Service music leadership* by recommending hymns and service music to the ministerial staff.
3. *Prepare the Senior Choir for regular worship service music* by conducting weekly rehearsals and accompanying and directing the choir for Sunday services.
4. *Deliver all aspects of music for special Christian celebrations as requested by the Worship Committee (i.e. Christmas Eve, Good Friday).*
5. *Prepare and Organize other special Church music* such as directing the Christmas Concert or ecumenical cantata, etc .
6. *Provide oversight* for Youth Choral and music related activities
7. *Is a member of the Worship Committee* and coordinates service music for special occasions – (i.e. Baptisms, anniversary services, etc...).
8. *Maintain the choral library* by administering existing music, administer music copyright reporting, making annual budget recommendations to the Church Council, and making appropriate new purchases.
9. *Support church minister during six (6) outreach activities per year* by providing basic music requirements for events such as Sunday evening at Parkview, Living Nativity, etc...
10. *Coordinates appropriate maintenance of church organ and pianos* by making tuning and maintenance recommendations to the Property Committee and *controls use* of the Church organ and pianos by approving all scheduled use by other parties.

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11. *Will ideally possess basic computer skills, access to e-mail and ideally able to manage the Church AV technologies.*