

MUSIC COORDINATOR, CLOVERDALE UNITED CHURCH

Effective May 01, 2021 **

** (Note: some facets of the position may differ during COVID/post COVID and lifting of regulations)

OVERVIEW:

Music is an integral part of the life of this congregation inclusive of a highly engaged vocal choir.

The Music Coordinator is functionally accountable to, and under the leadership of, the Lead Minister. This position is administratively accountable to Cloverdale United Church Council, Ministry and Personnel Committee. This position will involve the Employee as an educator and principal musician of this congregation. As a musician, the Music Coordinator will be diligent in preparation and performance, and will liaise with others to provide and enable the highest possible standard of worship through music in this congregation.

It is understood that a variety of traditions and styles in organ, piano and choral music is appropriate for the services and we welcome the use of a variety of instruments.

Your salary will be paid through a direct deposit system twice monthly into the bank account you designate through the payroll company, ADP. Should the Employee choose not be in attendance at any Sunday they will arrange a suitable substitute musician.

DUTIES & RESPONSIBILITIES:

- Provide piano or organ music as appropriate to the literature at Sunday Worship services commencing at 10:30am. Pre-service rehearsal with the choir on Sunday mornings is expected; therefore, the time commitment on most Sundays will be 9:30am to noon.
- Additional scheduling of hours to complete the 10 or 6 hours per week commitment will be established with the Lead Minister.

- The Music Coordinator will choose a weekly anthem for the choir appropriate for the liturgical season of the Church and will direct the choir in this performance.
- Prepare the choir to participate in the congregational hymns during the Worship service.
- Lead a choir practice one evening per week (currently Thursday evening at 7:30pm) in preparation for anthems and hymns.
- As a ministry outreach program Cloverdale UC provides worship services at Zion Park Manor once per month. It is expected that this position will provide the musical accompaniment to this service.
- This position will have the right of first refusal for all weddings and funerals held within the sanctuary at Cloverdale United Church. This compensation will be an additional amount over and above the compensation noted in the contract. If the session is declined, the Employee will arrange for an appropriate substitute musician.
- Provide choral direction and keyboard accompaniment for worship services on other non-Sunday holy days and observances, which shall include Christmas Eve and may include Ash Wednesday, Maundy Thursday, Good Friday and other observances as may be determined by the Minister and the congregation's lay leadership.
- The Music Coordinator will attend workshops and music reading events as necessary to prepare.
- This position will have the responsibility of ensuring the audio equipment is in good working order for each service and will arrange for appropriate tuning and/or maintenance or repair of the piano and organ.
- Engage as possible with the Intercultural Coordinator and others involved with the Intercultural Ministry to draw upon gifts from among the Korean members of our congregation's community, always seeking to deepen integration, intercultural participation, and true mutuality among the various constituencies in our Community of Faith.
- Encourage others in the congregation to offer gifts of music in the course of worship (vocal or instrumental, solo or ensemble), coordinating their participation and coaching and supporting them as needed, both musically and as regards the suitability and integration of music choices with the rest of worship.
- Seek continual growth in education and understanding of the theology, traditions, and practices of The United Church of Canada and of Cloverdale United Church, and engage in ongoing growth in the Employee's sensibilities of themselves as a liturgical musician, facilitator of Christian worship, and steward of beloved community.