

Statement of responsibilities for Music Director at Metcalfe St. Andrew's
United Church, 2677 8th Line Road, Metcalfe, Ontario K0A 2P0

- To play at Sunday worship services and to play at special worship services such as Good Friday and Christmas Eve
- To discuss with the Minister, on a weekly basis, the music selection for Sunday worship and any other special worship services
- Prior to Sunday services to rehearse with the choir the music selections for that Sunday. Sunday worship services normally begin at 9:30am and choir practice is at 8:45am the choir may have a weekly anthem as well.
- To be open to providing music for weddings and funerals scheduled to take place in the church. Either the Minister or those for whom the service is being provided will contact the Music Director as to availability.
- To attend Worship Committee meetings, usually held 4 times a year or as needed. These meetings are held to coincide with the Minister's day in Metcalfe.
- To be remunerated by the Church at the rate of \$100 per service, including special occasion services such as Good Friday and Christmas Eve.
- To receive prior authorization from the Chair of Worship or Church Treasurer for the purchase of music if music is required. Once authorized and purchased, the bill will be submitted for reimbursement.
- Should either the Music Director or the Church wish to terminate this employment contract, two weeks (2) notice in writing is required.
- Should the Music Director be unable to work they are responsible for arranging for a replacement from a list preapproved by the Chair of Worship or if a suitable replacement cannot be found they must notify the Chair of Worship as soon as possible.