



# Kanata United Church

## **Director of Music Position Description**

Kanata United Church (KUC) is an Affirming Church that values diversity and inclusiveness. It is a vibrant and active congregation, with many young families. KUC is proud of its successful music program. This ministry of music is integral to worship and complements other aspects of ministry within the church and its community. The ministry of music has evolved to play an important role in the intergenerational life of the church, with a focus on support of our children and youth, both in terms of their faith development as well as building life skills. Our worship service structure is traditional but open to a wide range of musical expression. The Director of Music uses creativity and equity and inclusion lens to create and adapt the church's music program and uses music as a platform to cultivate and support a spiritual and pastoral presence through music.

The Director works part-time, approximately 23 hours per week.

The primary areas of responsibility of the Director include

### **Music Ministry and Leadership:**

- Working with the Minister and the Coordinator of Children, Youth and Families, the Director of Music is responsible for the development, implementation, direction and maintenance of the music program at Kanata United Church.
- Meets regularly with the Minister and the Coordinator of Children, Youth and Families, to plan and coordinate worship, special activities and programs for the church community
- Plays the organ and/or piano (or additional instruments) at all regular Sunday morning services of the Church and also services on Good Friday and Christmas Eve, and provides leadership for the congregational singing of hymns and responses.
- Provides leadership and direction for all children's and adult choirs and musical groups, including holding weekly choir and band rehearsals from September to June, selecting and purchasing choral and instrumental music ensuring a variety of musical styles
- Directs the choirs of the KUC (Adult and/or Children's).
- Provides leadership and direction for all instrumental groups and special musical activities or programs, including but not limited to: Christmas pageants, musicals, concerts. In the event that other musical groups are formed, the Director of Music will provide advice and guidance to the leaders.
- Selects and provides music for preludes, interludes and postludes for worship services, and working with the Minister, ensures that choral pieces support and enrich the service of worship.
- Seeks out and responds to feedback about the music program
- Provides and arranges for accompaniment of choir anthems
- Arranges and coordinates any paid vocalists or guest musicians

- Leads, or ensures that leadership is available for, the choir and musical groups on each performance occasion
- Participates in and provides leadership for fellowship and pastoral activities within the choirs
- During or in case of church shutdown, or absences it is expected that alternatives for delivery of music to the congregation be explored/organized, as required

### **Community Engagement**

- Communicates with Music Directors in other congregations, wider community and other external resources to encourage the sharing of ideas and initiatives and cultivate new partnerships
- Supervises any use of the organ or piano by students (including students of the Director of Music)
- Promotes the ministry of music by creating a pastoral presence with musicians and their families
- Provides musical accompaniment at weddings and funerals on request (any fees to be paid by the requester)

### **Collaboration and Administration**

- Works closely with the Minister to develop and deliver programs and projects
- Works with the Office Administrator/Bookkeeper in the preparation of the musical portion of the bulletin
- Reports weekly music usage through OneLicense and CCLI
- Attends Worship Committee meetings and works with the Committee to prepare the budget for the music program including costing for paid vocalist and musicians
- Attends regular weekly staff meetings and participates in staff retreats
- Arranges for a replacement organist/pianist for any planned absences
- Maintains the church music library
- Oversees the maintenance and security of the church musical instruments, including regular tunings and repairs
- Initiates and actively supports ongoing choir recruitment
- Contributes to the annual report, email communications, website and social media

### **Education, Knowledge and Experience requirements**

- Bachelor's Degree in Music or diploma in music performance or education
- Experience in directing choirs and/or vocalists or instrumentalists

## Desired competencies

- Proficiency in piano and organ
- Strong communication and collaboration skills
- Ability to build strong teams/relationships with people
- Ability to work with and motivate volunteers
- Ability to prioritize and manage time

## Assets

- Appreciation for diversity of spiritual expression
- Willingness to take risks and try new things
- Experience working with volunteers
- Proficiency in a music notation software (e.g., Finale, Sibaleus, Musescore)

## Job requirement

- A current Police Check for working with the vulnerable sector.

## Values

Kanata United Church is committed to providing a safe and welcoming environment for everyone as set out in our [Kanata United Church Discrimination, Harassment and Violence Policy](#). Employees are expected to interact respectfully and appropriately with the 2SLGBTQIA+ community and to engage respectfully with the Calls to Action of the Truth and Reconciliation Commission, especially as they pertain to communities of faith.

The Director of Music is committed to fostering and growing the ministry of music at Kanata United Church. They are committed to the musical growth of the congregation by encouraging and developing singing and welcoming many musical and artistic gifts.

They are enthusiastic about working with children and developing their musical gifts and their participation and leadership in worship. They support the adults, children, and youth involved in the music program to foster their musical, artistic and spiritual growth while also caring for them pastorally. They are committed to working collaboratively and in a pastoral manner with other staff members and lay leaders including the Worship Committee and Christian Development Committee. The Director of Music is committed to lifelong learning through continuing education and development.

