

The logo of Kanata United Church features a stylized flame or leaf shape in shades of purple, orange, and white, set against a dark green background. Below the logo, the text "Kanata United Church" is written in a dark green, serif font.

# Kanata United Church

## **Job Description for the Director of Music**

June 2022

Employee: TBD

Job Type: Employment, part-time based on work week of 23 hours

Location: Kanata (Ottawa), Ontario

Start Date: September 2022.

Kanata United Church 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. It has evolved to play an important role in the inclusive, intergenerational life of the church, with a focus on supporting 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.

### **Ministry Commitments**

The Director of Music is committed to fostering and growing the ministry of music at Kanata United Church. They possess relevant education and experience linked to organ performance, piano, guidance of other musicians, choirs, and sacred music. 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 teens and developing their musical gifts and empowering their participation and leadership in worship. They actively support the seniors, adults, children, and youth involved in the music program in order to foster their musical, artistic and spiritual growth. They are committed to working collaboratively and collegially with other staff members and lay leaders including the Worship Committee and Children Youth & Families (CYF) Committee. The Director of Music is committed to lifelong learning through continuing education and development.

### **Job Summary**

Under the direction of the Worship Committee and working with the Minister and the Director of Children, Youth and Family (CYF) Ministry, the Director of Music is responsible for the development, implementation, direction and maintenance of the music program at Kanata United Church. The main roles include: Organist/Pianist, director of the Adult choir, director of the band, and in partnership with the Director of CYF Ministry, co-lead direction for musicals, pageants and Playful Worship (worship for children, youth and their family incorporating the Arts, the Bible and family friendly worship). Children and youth choirs are incorporated into Playful Worship. In the event that other musical groups are formed, the Director of Music will provide advice and guidance to the leaders of these groups. The Director of Music uses creativity and an equity and inclusionary lens to create and adapt the church's music program and uses music as a platform to cultivate and support a spiritual guidance through music.

## **Collaborative Leadership Team**

The Director of Music shows a dedication and passion to their role as music leader and works openly with other staff members to contribute to joint decision-making in planning daily, weekly and seasonal programs and goals. In that context they participate in meetings and voice concerns as well as suggestions for improvements while maintaining a high level of professionalism. They develop and maintain collegial relations with coworkers and congregants to foster an environment of trust, mutual understanding and shared purpose.

## **Duties & Responsibilities**

The Director of Music has the following responsibilities:

### **1. Music Ministry & Leadership (80% / 18 hours):**

- Provides leadership and direction for adult choirs, musical groups, and children, youth and their family musical worship (Playful Worship) including holding weekly choir, Playful Worship and band rehearsals from September to June, selecting and purchasing choral and instrumental music ensuring a variety of musical styles
- Plays the organ and piano as well as additional instruments (as appropriate) at all regular Sunday morning services of the Church and also services on Ash Wednesday, Maundy Thursday, Good Friday (which each may be shared or rotate leadership with other United Churches as required), Christmas Eve, and through a well-balanced selection and variety, provides leadership for the congregational singing of hymns and responses
- Meets regularly with the Minister and the Director of Children, Youth and Family Ministry to plan and coordinate worship, special activities and programs for the church community
- Provides leadership and direction for all instrumental groups and special musical activities or programs, including but not limited to: Christmas pageants, musicals, concerts
- Ensures that the chosen choral pieces support and enrich the service of worship
- Selects and provides music for preludes, interludes and postludes for worship services
- Fosters knowledge and appreciation of church music in the choir, with children, youth and their family, and in the congregation
- Promotes the ministry of music with music program participants, musicians and their families
- 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 within the choirs
- 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)
- Provides musical accompaniment at weddings and funerals for an additional fee, if desired

- 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

## **2. Administration (15% / 4 hours):**

- Works with the Office Administrator/Bookkeeper in the preparation of the musical portion of the bulletin, and reports weekly music usage through OneLicense and CCLI
- Attends Worship Committee meetings as required.
- Attends regular staff meetings and participates in staff retreats as required
- Works directly with the Worship Committee to establish a suitable budget for the music program
- Manages and works within the music budget and provides regular updates to the Worship Committee
- Provides expertise regarding suitable costs for paid vocalists and musicians
- 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

## **3. Professional Development (5% / 1 hour):**

- Pursues opportunities for continuing education through the year, such as courses, retreats, and conferences
- Meets regularly with Ministry and Personnel representative to discuss role and receive feedback
- Meets annually with the Ministry and Personnel Committee to review goals and objectives for the year

## **Position Qualifications**

- Post-secondary degree or diploma in music education
- Proficient in both organ and piano
- Strong choral skills
- Demonstrated leadership assets and acumen and proactively seeks feedback and opportunities to learn and improve
- Suitable interpersonal and team building skills, ability to work in a collaborative and positive team environment with staff and volunteers and foster strong working relationships based on trust and integrity
- Ability to develop and lead music worship programs which includes recruiting volunteers and to mentor, support and motivate others

- Ability to work independently, while prioritizing and managing multiple tasks with various deadlines and remaining flexible
- Excellent verbal, written, communication, planning and organization skills
- Computer and technology skills in the use of various software applications, collaborative tools, A/V equipment and social media and online platforms

### **Salary and Benefits**

- Salary and benefits to be negotiated using RCCO scales

### **Application Process**

Please apply by email to: [careers@kuc.ca](mailto:careers@kuc.ca) with the words, "Director of Music," in the subject line.

In your cover letter please explain your interest in applying for this position and include your CV/resumé.

If you have a video recording that demonstrates your choral conducting skills please send a link in your email.

We thank all of those who apply, however only those chosen for an interview will be contacted.

Our highest priority is the safety of our community. Therefore we require from the selected candidate a vulnerable sector police-check and proof of full vaccination against COVID- 19 as a condition of employment.

**Applications Close: July 21, 2022.**