

St. Mary's Anglican Church, Richmond Hill,

Job Description – Music Director and Organist

Supervisor's Title: Rector

1.1 Purpose of Position

The Organist and Music Director will ensure that both our traditional and contemporary worship services are enhanced through the use of music (instrumental and choral) so that the congregation is encouraged to participate. All activities associated with this position should be achieved in a manner consistent with the Parish Mission and Vision Statement and associated policies and practices.

1.2 Major Responsibilities

- Provide leadership in a ministry of music which is sensitive to the transitions, goals, needs, and practices of the parish and to the changes in liturgical seasons.
- Play the organ or piano at Sunday and major Holy Day Services.
- Maintain, attend, nurture, recruit for, and direct a choir, offering one choir practice each week for up to 9 months a year.
- In collaboration with and under oversight of the Rector, recommend appropriate hymns, songs, and anthems for Sunday and Holy Day services.
- Provide music for occasional services, including, when available, weddings and funerals held in the church. In consultation with the Rector, find suitable supply musicians when needed.
- Meet regularly with the Rector to plan music and liturgy for Sunday services and Holy Days.
- Be responsible for the parish music library and within the limits of the annual budget, purchase choir music and vestments, and pay for supplemental musicians. Be responsible for submitting an annual budget to the Churchwardens for approval by the Vestry.
- Oversee congregational hymnals and other liturgical music resources, making recommendations for purchases and new music to the Rector.
- Inform Rector and Wardens of repair / maintenance needs for organs and piano and, subject to their approval, arrange / contract necessary repair / maintenance work.
- Attend staff meetings with necessary.
- Other duties as assigned.

1.3 Terms and Conditions

- Under the Diocesan *Responsible Ministry: Screening in Faith* policy, this is a “high-risk” ministry position. Any offer of employment will be conditional upon a satisfactory background check, obtained through the process approved by the diocese. The Organist and Music Director will also be required to attend a Sexual Misconduct Policy workshop at St. Mary's.
- The initial appointment will be for 12 hours per week for a renewable one-year term, subject to successful completion of a probational period of three months.
- The salary is negotiable, but will fall within general RCCO guidelines. Additional fees will be paid for weddings and funerals. All remuneration will be subject to withholdings and

deductions required by law and Parish policy, the costs to be shared by the employee and the employer as policy dictates.

- This position will include four weeks paid vacation a year to be scheduled in consultation with the Rector, but never during festival seasons (Christmas, Holy Week, Easter).

Applications will be accepted until Nov 14, 2023. Please send applications to revkaren@saintmarysanglican.ca

Only selected applicants will be contacted for interviews.