

Westminster Presbyterian Church

Position: Organist/Music Director

Reporting: The Organist/Music Director reports directly to the Minister

Accountability: The Organist/Music Director shall comply with the Presbyterian Church in Canada's Leading with Care requirements when executing their duties and responsibilities.

Duties and Responsibilities:

- Provide instrumental accompaniment for all regular church services plus extra services and events where possible and as required by the Minister and Session. These include two Christmas eve services and one on Good Friday
- Recruit, train and direct an adult choir or other vocal combinations and any instrumental groups which may be possible for all services and any special events as required by the Minister and Session.
- Plan in consultation with the Minister, all facets of the music for all services and special occasions.
- Oversee the proper care and maintenance of the organ, pianos and the music library and to develop the latter with due respect for the church's musical traditions and aspirations. There is a fund available to support these activities as well as pay for visiting soloists for special occasions.
- To advise the Minister in any matters relating to the place of music in the church and to help foster the musical life of the church in ways that are agreed to be appropriate.
- To actively promote congregational involvement in musical praise embracing both traditional and contemporary musical styles from around the world
- The position will likely require 10 to 12 hours weekly.
- To conduct weekly choir practices on Thursdays 7:30 to 9:00 pm. These begin after Labour Day in September and conclude in mid May. There is also a short practice at 10 am on Sundays to review the choir presentations for that day.

- Communicate any plans, changes or cancellations with the Choir President who will inform the section leaders and thus all choir members.
- Arrange replacements for vacation, illness, etc. The Board of Finance and Maintenance should be advised to prepare remuneration for the replacement.
- Attend Worship Team meetings as necessary in planning music services.

Benefits

- Access to the organ and music library at all reasonable times.
- A dedicated studio/office is available for the Organist/Music Director which can be used for private teaching lessons.
- Priority in providing music at funerals and weddings held in the church. If unavailable, replacements should be suggested. Playing at these events may require meeting with the families to select appropriate music. Fees are paid by the families and not by the church.
- Salary level will be guided by the RCCO scale