

Tasks Description for Music Director

Music is an essential aspect of the worship at Trinity United Church. The Music Director will:

1. Assume music leadership for Trinity, providing organ/piano music for all worship services in the Musical Year.
2. Plan and lead weekly rehearsals for the Senior Choir during the Musical Year and direct the Senior Choir during worship services.
3. Plan and coordinate appropriate regular rehearsals for the Junior and Youth Choirs to present a minimum of four musical performances yearly during the Musical Year.
4. Assist the Worship Committee in the overall planning of Worship services.
5. Organize and present special musical performances or concerts during the season of Advent and during the season of Lent, in cooperation with the Worship Committee, the Minister and the Executive Committee of the Senior Choir.
6. Provide music direction for wedding and wedding rehearsals when required. Fees for wedding services are to be invoiced separately and will be as set out in the “Wedding Fee Package” of Trinity United Church.
7. Select and order choir music within the Worship Committee annual budget allocated for music.
8. Recommend an annual budget for instrument (organ and piano) maintenance and repair and supervise same.

9. Maintain adherence to United Church Police Check Procedures as they pertain to Church representatives dealing with volunteers and volunteer associations, the costs to be borne by Trinity United Church.

It is understood that:

10. The fulfillment of the above duties is expected to average 14 hours per week during the Musical Year, which includes time for music administration, meetings and personal rehearsal.
11. The Musical Year: 47 weeks constitute a "Musical Year". 4 weeks of the calendar year not included in the "Musical Year" shall fall in the June to August period and shall be defined by mutual agreement before May 30 in each year. The remaining 1 week of the calendar year not included in the "Musical Year" shall fall in the September to May period and shall be defined by mutual agreement one month in advance.
12. The Music Director is responsible for arranging for supply organists at Trinity United's expense for the five weeks of the calendar year that do not comprise the Musical Year. In the event that the Music Director requests additional time off and Trinity United approves such absence, the Music Director shall be responsible for arranging for supply organists during such time at his/her expense. In the event that the Music Director is absent on sick leave, Trinity United shall arrange for the supply organists at its expense.

May 20, 2011