**ORGANIST AND CHOIR DIRECTOR**

**ST. PAUL’S UNITED CHURCH, SCARBOROUGH**

**POSITION DESCRIPTION**

**Overview**:

The Organist / Choir Director (OCD), in collaboration and consultation with the Minister and the Worship and Music Committee, provides musical leadership at St. Paul’s. This consists of selection of appropriate music, developing and conducting the choir, introducing and teaching new music and styles, encouraging congregational singing, and planning and coordinating occasional special music events.

The position is for an average of 10 hours per week over the calendar year, with one month (four Sundays) vacation at the mutual agreement of the OCD, Minister, and M&P Committee. We recognize that there will be weeks when the incumbent may well exceed that number of hours due to seasonal demands, special services and events, etc.; however, this is compensated for by fewer hours in ‘low seasons’ and negotiating additional weeks off.

The OCD is recognized as an integral member of the ministry and leadership team, along with the Minister, Church Administrator, Board members, etc.

**Duties**:

The Organist/Choir Director (OCD) is responsible for the provision of music at all worship services. These include a Sunday morning service at 10:30 a.m. and other special services (e.g. Good Friday, Christmas Eve, Advent Candlelight, World Day of Prayer, etc.) as they may occur. Hours of summer services may be altered depending on other churches involved. It is the responsibility of the OCD to arrange for a competent substitute when (s)he is not available.

The OCD is responsible for direction of the choir. This includes one choir practice a week on Thursday evenings from September through June at 7:30 p.m. for approximately one and a half hours. There is also a warm-up practice at 9:45 a.m. before worship each Sunday. Additional instruction time may be necessary for special events or for encouraging vocal or instrumental soloists or small groups.

The OCD shall be available, to the best of his/her ability, for weddings and funeral/memorial services conducted at St. Paul’s. (S)he shall have first right of refusal for these services but must arrange for a competent substitute if (s)he is not available. Activities requiring additional OCD time, such as a children’s choir for special occasions, ecumenical church concerts, and other musical events or duties not included in this description could be part of developing a vibrant music ministry.

**Miscellaneous:**

Instrument Use: The instruments are the property of St. Paul’s, and their use by others will be by mutual agreement of the OCD and St. Paul’s (per the Worship and Music Committee). The OCD enjoys free access to the instruments for practice and teaching purposes, subject to availability and as arranged through the Church Office and the Worship and Music Committee.

Music Library: It is agreed that all choral music in the choir library is the property of St. Paul’s. Non-choral music is to be supplied by the OCD at no cost to St. Paul’s and is to be considered the personal property of the OCD.

Music Budget: St. Paul’s agrees to provide a music budget each year to permit the purchase of new choral music or additional copies of existing choral music. The music budget may also be used to engage soloists as required. Proposed expenditures are to be mutually agreed upon by the OCD, the Worship and Music Committee, and/or the Ministry and Personnel Committee.

Reporting Structure: Worship at St. Paul’s is under the direction of the Minister and the Worship and Music Committee. The OCD will work directly with them in planning music for worship. On matters of employment, the OCD will report directly to the Chair of the Ministry and Personnel Committee or to his/her designate.

Security: The OCD agrees to ensure that the organ, the choir room, and the McIntosh Street door are secured when not in use. The OCD will have keys to the church, and must return them upon leaving the position.

Support: The people of St. Paul’s agree to give active support and encouragement to the endeavours of the Music Director. Our mutual objective is to enhance the Christian worship of all through the inspiration of fine music.

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