

## **Job Description**

### **Director of Music of St. Mark's Anglican Church**

#### **1. Supervision and Function**

Subject to the general direction of the Rector, the Director of Music shall have the care and control of the music in the above-mentioned church.

#### **2. Scope of Agreement**

The director of Music shall be responsible for music at the 10:00 AM Sunday Services, as well as other services, which are normally part of the parish musical and liturgical cycle and for such rehearsals as may be necessary. The position involves preparation and practice for services, including choir, along with the services themselves that average 10 hours of work per week, for 52 weeks of the year.

#### **3. Weddings and Funerals**

The Director of Music shall have the right to play for weddings and funerals and to receive the customary fees as set out in St. Mark's policy. If someone else plays for a wedding or a funeral, the Director of Music is entitled to the regular fee. Should the Director of Music be unavailable, it is their responsibility to find a substitute, who will receive the regular fee instead of the Director of Music.

#### **4. Private Instruction**

The Director of Music has the right to give private instruction on the church premises in piano, organ, theory and voice, provided that such instruction does not interfere with the normal church activities. The use of the instruments shall not be granted to others without the consent of the organist.

#### **5. Care of Instruments**

The Director of Music shall oversee the care of the church organ and pianos, and make appropriate recommendations to the Corporation regarding maintenance and repairs.

#### **6. Annual Vacation**

The Director of Music shall have a vacation which includes four Sundays with pay per calendar year. The timing of the vacation will be set in agreement with Corporation. The substitute shall be selected and arranged for by the Director of Music, remuneration to be set in consultation with the Corporation, and paid for by the Church.

#### **7. Sick Leave and Other Absences**

The Director of Music shall provide and pay a competent substitute during absences other than their vacation, approved leaves of personal absence and study leaves. In the case of illness or compassionate leave the church shall bear the expense of a substitute for a period up to a maximum of six Sundays per year, non accruable.

## **8. Responsibilities**

It shall be the responsibility of the Director of Music to select, prepare and play organ or choral music as required before, during and after church services; to select hymns in consultation with the Rector and to lead the congregation in the singing of hymns; to play suitable accompaniments for the choir, soloists and instrumentalists; to select appropriate music for weddings and funerals. The Director of Music will meet, as the Rector requires, to organize the worship music according to the liturgical season.

## **9. Other Services**

It is the prerogative of the Director of Music to play for any services or functions held in the church for which an organist is required.

## **10. Professional Development**

The church shall reimburse the Director of Music up to \$300.00 annually for expenses incurred by attending an approved church music conference, camp, institute, course or workshop *and* pay professional membership of one organization (*invoice for said membership to be presented to the parish administrator*). The Director of Music shall be encouraged to attend at least one such event annually.

## **11. Choir Programme**

The Director of Music shall train, develop and direct the Choir of the church and conduct regular rehearsals throughout the year, except during the summer months and/ or such exceptions as may be arranged in consultation with the Corporation. The Director of Music shall communicate monthly with the choir president.

## **12. Budget Preparation**

The Director of Music shall prepare a budget annually to be presented to the Corporation, stating the amount of money which will be required for choir expenses, new music, vestments, organ repairs, etc., during the coming year.

## **13. Administrative Support**

The Director of Music shall be provided with reasonable administrative support from the church administrator as needed.

## **14. Wedding Fees**

The minimum fee for Weddings shall be \$200. An additional fee shall be paid where soloists or special music are involved. The attendance of the Director of Music at wedding rehearsals is not generally required. However, if attendance at the rehearsal is required, an extra fee of \$50 shall be charged (subject to periodic review).

## **15. Funeral Fees**

The minimum fee for funerals is \$200. The church shall be responsible for collecting the said fee from the funeral director (subject to periodic review).