

Music Director, Orchard Valley United Church, New Minas NS

Situated in the beautiful Annapolis Valley, Orchard Valley United Church (OVUC) is seeking a Music Director to oversee the ministry of music in a welcoming church, which is currently expanding its facilities. Music is an integral part of OVUC – an inclusive, multigenerational church, where a variety of musical expressions weave into the traditional church service.

An energetic person with the training and vision to grow the music program in step with the expansion of the church, the Music Director should have a high level of keyboard skills, ability to teach and lead a choir, knowledge of sacred music and good motivational skills. Working with all age groups in a variety of musical styles the Music Director also has a good sense of humour.

Part-time, 12-14 hours per week, salary and benefits to be negotiated using RCCO standards.

For more information about the church, a full job description and application details, please visit our website at: orchardvalleyunited.ca

Please send applications to:
orchardvalleysearch@gmail.com

A. Responsibilities of the Music Director:

1. Accountable to the Worship Committee, and to the Ministry & Personnel (M & P) Committee, the Music Director is an Ex-Officio member of the Worship Committee, and as such, is expected to attend regularly scheduled meetings
2. Coordinates all aspects of Music Ministry.
3. Works collaboratively and regularly with the other members of the Ministry Team.
4. Directs the choir(s) and provides keyboard (piano or organ) music at all regularly scheduled Services of Worship.

5. Directs the choir(s) and provides keyboard (piano or organ) music for other Services of Worship as approved by the Worship Committee: e.g. Christmas Eve, Ash Wednesday, Good Friday, Maundy Thursday, Ecumenical services, etc.
6. Arranges for a variety of special music to take the place of the choir each week during the months of July and August (N.B. During the months of July and August, the Music Director is not required to provide a weekly practice for the choir, but will rehearse the hymns/songs on summer Sundays prior to the Service of Worship.)
7. Collaborates with the Ministry Team on the selection of hymns, anthems, and other special music, well in advance.
8. Provides and leads weekly rehearsal of the choir(s) or other vocal or instrumental groups.
9. Purchases all necessary music and music supplies as required within the allocated budget.
10. May hire instrumentalists and/or vocalists for special services and arranges payment within an allocated budget established in collaboration with the Worship Committee.
11. Oversees the general care and maintenance of all church music instruments and makes recommendations to the appropriate authorities regarding maintenance and repair. The Music Director will also be consulted on the dispersal of any of the music instruments currently in the possession of Orchard Valley United Church.
12. The use of any of the music instruments in the possession of Orchard Valley United Church shall not be granted to others without the consent of the Music Director.
13. The Music Director may give private music instruction on the church premises provided such instruction does not interfere with normal church activities.

14. Schedules their Vacation and Professional Development opportunities in consultation with Ministry Team, Worship Committee, and the M & P Committee.
15. In collaboration with the Worship Committee ensures copyright licensing is up to date.
16. Annually submits a budget for the music program to the Worship Committee.
17. Offers an Annual Report for the Annual Congregational Meeting.

B. Weddings and Funerals :

1. Provides music for all weddings in the Church, including consultation with the presiding minister, negotiation with the couple and rehearsal, as primary job responsibilities and time permits. Remuneration is by separate arrangement.

Note: The Music Director will have the Right of First Refusal for all weddings. In her/his absence, they will appoint a substitute and inform the presiding minister and the M & P Committee. At the couple's request, an organist of their choosing may be appointed with the concurrence of the Music Director. Fees for wedding ceremonies will be Church Council approved and listed in the Wedding Ceremony Guidelines.

2. Provides music for all funerals conducted in the Church, in consultation with the presiding minister and may include the appointment of a choir and practice, as primary job responsibilities and time permits. Remuneration is by separate arrangement.