**POSITION DESCRIPTION:  THE MINISTER OF MUSIC AT GLEBE-ST. JAMES**

**1. A MUSICAL PROFILE OF GLEBE-ST. JAMES UNITED CHURCH**

Glebe-St. James United Church (GSJ) has a longstanding, rich musical tradition that dates to the church’s inception, matching musical style and liturgical themes in order to create a unified worship experience.  Worship services consistently feature GSJ’s 20+ voice adult choir, piano and organ **solos,** as well as congregational hymn singing.

The Minister of Music (MinMus) is responsible for all music programming at GSJ: planning, collaborating on music selection, accompanying and directing the choir and congregation. In addition, the MinMus incorporates instrumental contributions from congregants and members of the wider community and is responsible for maintaining and making accessible a significant music library.

The MinMus performs preludes, postludes and other solos where it is appropriate in the service. Words to all hymns are projected on the walls of the sanctuary to facilitate congregational participation in singing. In addition, there are a number of adult and youth musicians in the congregation whose skills may be incorporated into worship services where possible. Although GSJ does not have a children’s choir at the present time, opportunities may exist for cooperation with the Christian Development program.

Musical instruments in the GSJ Sanctuary include the following:

* Phoenix Digital Organ
* 4 manual console
* 82 stops from the Hereford Cathedral sample set (Phoenix pipe sample library).
* System runs on Hauptwerk V. 6 on Windows 10
* Orchestral sound module with 10" touch screen (mounted in a drawer under key bed
* Steinway Grand Piano with concert bench and adjustable rehearsal chair
* Roland Digital Grand

Musical instruments in Fraser Hall include the following:

* Samick Baby Grand Piano

Other equipment in the sanctuary includes music stands, AV equipment for recording and live-streaming services and image projectors.

The sanctuary features exceptional acoustics and is widely recognized as an excellent performance space.

The Adult Choir is comprised of up to 28 enthusiastic amateurs with a diverse range of backgrounds, from the experienced soloists to first time choral singers to those with physical and cognitive challenges. The choir meets for a 90-minute practice on Thursday evenings at 7:30 pm in addition to a 30-minute run-through on Sunday morning prior to worship.

The choir sings musical selections during Sunday worship services as well as special services at Christmas and Easter. It is occasionally asked to participate in special events including weddings and funerals, usually under the direction of the Minister of Music.  Concerts, dramatic musical presentations and larger choral works are also undertaken on occasion.

The church has a music scholarship fund intended to support a choral scholar program.  The program has not yet been fully developed nor implemented.

**2.  ROLE OF THE MINISTER OF MUSIC (MinMus) AT GSJ**

GSJ is an affirming congregation that welcomes all, regardless of race, colour, age, sexual orientation, gender, faith, or any other category This statement of values extends to all aspects of worship and the work of the church and must be respected and promoted by the MinMus.

The vision for music at Glebe-St. James has always received considerable thought and consequently evolved over time and is summarized here:

* The MinMus programs a broad range of music that reflects diverse musical tastes embraced by the congregation.  Music ranges from traditional, which is our heritage, to the “hummable” upbeat melodies of contemporary religious and secular music.  Music employs inclusive language, and it should engage all age groups.
* The MinMus is more than simply a conductor or organist.  The MinMus is an integral part of the ministerial team who works closely and respectfully with other staff, the Worship Committee and the Ministry and Personnel Committee in order to weave music into the fabric of worship.  As such, the MinMus needs to have a strong understanding of the Christian faith and a be dedicated team player. If the candidate is not Christian or unfamiliar with the UCC liturgy, 20% of the time during the first year of employment can be devoted to familiarizing themselves with it. Mentors will be available to assist.
* The MinMus recognizes that singing in a church choir may be a long-time vocation for some and a first-time experience for others. The MinMus challenges the Adult Choir to meet its full potential, while encouraging the participation of members of all ages and varying abilities.  Inclusion and accessibility, core values of GSJ, are imparted to aspiring choir members.
* The MinMus explores ways to encourage the participation of children and youth in the music of the church such as via the choral scholar program.
* The MinMus is welcome to teach private lessons in the sanctuary at no cost to them as well as use it as rehearsal space for ensembles with which they may be involved. Use of the sanctuary is coordinated with the office administrator as it used by the Glebe Montessori School and other groups throughout the week.

**3.  REPORTING RELATIONSHIP**

* The MinMus is accountable to Church Council. The Ministry and Personnel Committee acts on behalf of the Council in personnel matters. A representative from the Ministry and Personnel Committee relates specifically to the MinMus, and the MinMus reports to this representative on substantive matters and for general concerns. The Ministry and Personnel Committee addresses issues and conflicts that may arise and conducts an annual performance review of the MinMus.
* The MinMus is a member of the staff team which is non-hierarchical and is an ex-officio member of the Worship Committee.
* The MinMus is a member of the Music Committee which includes members from across the congregation to advise and assist in the operation of the music program. This, at times, includes long and short-term program planning, music selection and mounting special events.

**4**. **DESIRED ATTRIBUTES OF THE MINISTER OF MUSIC**

* Recognizes the importance of music at GSJ and is willing to sustain our strong musical heritage, while developing our capacity to embrace new musical styles and hymn tunes
* Works with the minister, to reflect an integrated worship experience using a variety of themes and anthem styles that incorporate inclusive language
* Expresses passion and enthusiasm for diverse traditional and contemporary music
* Demonstrates an ability to lead worship service music and accompany on piano and organ while conducting the choir
* Has a history of success in developing choirs and attracting new members and appreciates and accepts members with diverse abilities and personalities
* Demonstrates flexibility, humour, enthusiasm and clear communication skills, and works as a dedicated team player
* Is sensitive to the needs and feedback of the congregation

**5. POSITION DESCRIPTION OF MINISTER OF MUSIC**

**NOTE:** The hours set out below represent the time spent averaged over the course of the calendar year.  In actual practice, the hours expended are greater during the period September to May/June and much less during July and August (with the latter focused on planning and assembling of music for the fall/winter).

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| MUSIC FUNCTIONS (9 hrs/week)  | WORSHIP PLANNING AND PREPARATION   | * Responsible and accountable for all aspects of the program of music at Glebe-St. James United Church, delegating certain functions as appropriate to other staff and members of the congregation
* Keeps up with publications and new music that becomes available
* Selects, in collaboration with the Minister, theologically appropriate music for the Sunday morning worship service, to ensure that the music enhances the theme of the service and creates an integrated whole
* Participates in worship committee
* Engages soloists/instrumentalists within the congregation or the wider community (where appropriate), as a way of developing and encouraging musical talent in the congregation
* Prepares and practices music as required
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|   | LEADERSHIP DURING SERVICES   | * Provides leadership and accompaniment on piano, digital piano or organ while conducting (includes choir, congregation or any instrumentalists participating in service)
* Provides music for additional services, as required seasonally, including Christmas and Easter (remuneration included in the contract)
* Provides or arranges for music for weddings and funerals, if and when required (separate remuneration is provided by the family)
* Arranges for substitute musical leadership when unable to attend regularly scheduled services
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|   | ADULT CHOIR PREPARATION AND REHEARSAL   | * Recruits, develops, trains, directs and accompanies the adult choir, including one weekly rehearsal, Sunday morning run-through prior to worship, and occasional extra rehearsals for special events
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|   | MUSICAL ADVICE, ASSISTANCE AND COLLABORATION  | * Is a member of the Music Committee which falls under the purview of the Worship Committee
* With the Music Committee, provides a way of engaging members of the congregation and broadening the vision of music at Glebe-St. James
* With the Music Committee shares the load and responsibility of week-to-week choir management and provides an opportunity to collect feedback and engage the congregation
* Assists the Music Committee in the planning of fundraising events
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| MANAGEMENT FUNCTIONS (4 hrs/week)  | MINISTERIAL TEAM   | * Meets with the minister to plan worship services and participate in staff meetings
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|   | FINANCES  | * Forecasts and manages the music budget
* Provides to the church treasurer invoices for music and supplies purchased and advice regarding fees payable to guest musicians
* Prepares and presents one annual concert/special musical event to raise money for the church
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|   | INSTRUMENT CARE  | * Manages and oversees care and control the pianos, organ, and music library in the church
* Makes recommendations to Council (through the Worship or Music Committee) regarding maintenance and repairs and enhancement of instruments
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|   | LIAISON  | * With the Ministerial team, for specific consultation on music for worship
* With the broader Music Community to identify opportunities for showcasing local talent, as well as for sharing music with other churches
* With ministerial staff responsible for Christian Development on musical aspects of Christian development, providing guidance as appropriate for musical outreach with children and youth
* With the music directors of other congregations for shared services and special occasions
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