

**ST. GEORGE'S ANGLICAN CHURCH
ORGANIST & DIRECTOR OF MUSIC
Position Description**

Role of the Organist & Director of Music

The Organist & Director of Music is a paid staff position defined by the following key functions:

1. Provide oversight of the Music program, service music, and choir, in collaboration with the Assistant Director of Music;
2. Provide managerial oversight to musical instruments including the organs, pianos, and carillon;
3. Manage the purchase of all necessary music supplies;
4. Recruit and audition choristers, including Choral Scholars, and arrange for guest musicians;
5. Oversee any special/major services, musical events or concerts that require more planning and organization.

It is estimated that this position involves an average of approximately fifteen hours per week, including the Sunday choral Eucharist service, choir rehearsals, meetings (when scheduled), music planning and personal practising. All activities associated with this position are carried out in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocesan and parish policies and practices are known and adhered to, particularly the Diocese of Niagara's Safe Church and Screening Policies. The Organist & Director of Music is required to have current vulnerable sector Police Records check.

The Organist & Director of Music reports to Corporation, works collaboratively with the Assistant Music Director, and maintains regular, open communication with the Rector. The Organist-Director of Music will liaise weekly with the Parish Administrator, and as needed with the resident Carillonneur. A yearly Mutual Ministry Review will be undertaken by the Churchwardens.

Areas of Responsibility

1. Provide Oversight of the Music Program

- 1.1. Select suitable choir music for the church services and provide leadership for congregational singing of the hymns and responses on the basis of consultation with the Rector;
- 1.2. Encourage and include a variety of music in worship services.
- 1.3. Liaise in a timely fashion with the Parish Administrator regarding music selections for services, including prelude, postlude, hymns, anthems and any special music, to be listed in the service bulletin.
- 1.4. Play the organ and direct the choir at all sung worship services each Sunday and arrange for a prelude and postlude before and after the services.
- 1.5. Conduct weekly choir rehearsals, beginning in September, continuing to the end of May at times mutually acceptable to the Director of Music and choir members. Traditionally

this has been on Thursday evening. During the Covid pandemic, and in its aftermath, choir rehearsal has been moved to Sunday morning, with additional Thursday rehearsals for special Advent, Christmas, and Holy Week-Easter music.

- 1.6. Ensure all music is organized in the music library, including sheet music, anthem books, hymn books, and other music resources in the collection.
- 1.7. Attend monthly Council meetings and staff meetings as scheduled, including a weekly meeting with the Rector.
- 1.8. Provide regular communication updates to Council and Corporation to pass onto the Parish.
- 1.9. In the case of a planned absence, be responsible for securing a substitute and arranging reimbursement, and advising the Rector and/or Churchwardens of such substitution as far in advance as possible.

2. Instrument Maintenance and Management

- 2.1. Oversee the care of the church organ, the chapel organ, church pianos, carillon, and any other church instruments, and make recommendations to the Rector and Corporation regarding maintenance and repairs.
- 2.2. Contact appropriate professional tuning and repair people where required in consultation with the Churchwardens and/or the Rector.
- 2.3. Prepare and maintain documentation of the tasks required to maintain the church instruments in good, clean working order.
- 2.4. Maintain a current file of warranties/guarantees for instruments and repairs.
- 2.5. Schedule regular use of the church instruments for personal practice provided that such practice shall not interfere with normal church activities.
- 2.6. Authorize opportunities for practice sessions by outside musicians who are permitted to use the organ, pianos and carillon; ensure that those musicians are identified as eligible to use the instruments and that they understand the rules and protocols of such use.
- 2.7. Liaise with the resident Carillonneur regarding maintenance, repair and upkeep of the Carillon and clock chimes, as per the Carillon policy.

3. Music budget, supplies and instruments

- 3.1. In consultation with the Treasurer and/or Churchwardens, submit a budget for the annual Vestry Report.
- 3.2. Subject to the budget limitations approved by Vestry, and in consultation with the Assistant Director of Music, select and purchase choral and instrumental music for the use of the choir and instrumentalists.
- 3.3. Manage the purchase and renewal of subscriptions to on-line publishers and copyright organizations such as One License.net.
- 3.4. Oversee the purchase of instruments if needed, and ensure all are in good working order.
- 3.5. Provide to the church Bookkeeper, invoices for music, supplies and instruments purchased.
- 3.6. Take primary responsibility for the organization of the choir gowns and surplices.

4. Recruitment of choristers, Choral Scholars and other musicians

- 4.1. Identify talents in others and invite, encourage and recruit new choristers to participate in the choir.

- 4.2. Arrange auditions for new choristers to evaluate musical ability, in consultation with the Assistant Director of Music.
- 4.3. Hire and evaluate singers for Choral leadership positions (section leads), including Choral Scholars.
- 4.4. Communicate occasionally with the Gilmor family, by updating them on the Choral Scholar program.
- 4.5. Calculate and requisition payments for all paid musicians, including Choral Scholars.
- 4.6. Arrange paid or unpaid guest vocal or instrumental musicians on an occasional or continuing basis, subject to budgetary limitations and the approval of the Rector and/or Churchwardens.

5. Special services, musical events or concerts

- 5.1. Perform at special services that may be held from time to time.
- 5.2. In collaboration with the Assistant Director of Music, conduct such additional rehearsals of the choir as may be necessary in preparation for the important festivals and musical events in the Church's life, including Holy Week, Good Friday, Easter, Advent/Christmas Carol Service, and Christmas Eve.
- 5.3. Be available on reasonable notice to perform at church weddings and funerals, and receive the customary honoraria for such occasions.
- 5.4. Consult with the Rector and Churchwardens before starting to prepare any major musical and/or choral work, special concert or musical event or festival, and respect the Rector's and Churchwardens' decision as final.
- 5.5. Consult with the Rector and/or Churchwardens and Business/Rental Manager before planning a major event such as a music conference (eg. RCCO), workshop, recital, special concert, or concert series; communicate expectations to the Assistant Director of Music or, if applicable, the resident Carillonneur.
- 5.6. In the event of an outside music group renting the facilities, liaise with the respective administrator, director or conductor of said organization to ensure they are aware of policies and procedures for the use of all instruments and any limitations.

Specific Qualifications

1. Minimum of a Bachelor's Degree of Music or Royal Canadian College of Organists (RCCO) Colleague diploma
2. Membership in the RCCO is required (membership cost is covered by the church to encourage participation and educational benefits)
3. Experience playing a 3- or 4-manual Casavant pipe organ
4. Proficiency in playing various styles of music on the organ and piano, and a broad range of musical talent and knowledge
5. Experience in conducting choral music
6. Familiarity and comfort with Anglican musical tradition, liturgy and practices
7. Leadership, teaching, communication and collaborative skills are necessary
8. Ability to incorporate music in on-line worship
9. Excellent interpersonal skills are required as well as a demonstrated ability to work in an open, honest and appreciable manner in a church environment