

# [Parish/ Organization Name]

*Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.*

## Responsible Ministry: Screening in Faith

### Sample Organist and Choir Director Ministry Description

*Instructions: This form is in Table format. Add or delete rows using the "Table" function in the tool bar.*

*Please modify this template to suit the needs of your parish.*

Ministry Position Title: Organist and Choir Director

Term of Office: Permanent Employee

Supervision and Support:

Reports to: Incumbent

Staff liaison, if different from above: Incumbent/Senior staff person

Committee/Board responsible for this ministry: Churchwardens, Worship Committee

Purpose of the position:

- To ensure worship services are enhanced through the use of music (instrumental and choral) in such a way that the congregation is encouraged in worship that is vital, attractive, and dignified.
- To teach and train parish members in music through their participation in choirs or instrumental groups.
- To provide appropriate organ accompaniment for regularly scheduled services, in order to encourage the congregation to participate in worship

Population(s) served:

Groups of adults, youth and children

Duties & Responsibilities:

- provide leadership in a ministry of music which is sensitive to the Anglican tradition, goals and practices of the parish and the changes of liturgical seasons.
- play the organ for regular worship services including special Holy Days
- maintain, attend, nurture, recruit for and direct a senior, junior and children's choir; one practice per choir each week for 10 months a year.
- retain members so that the choirs grow, and become musically competent.
- in consultation with the Incumbent, select appropriate hymns and anthems for all Sunday and Holy Day services.
- provide music/play the organ for occasional services which include mid-week services, weddings, funerals and ecumenical events held in the church.
- develop musical techniques, through which the congregation is encouraged to fuller participation in worship
- work directly with volunteer choir personnel and volunteer and paid instrumentalists
- participate in the Worship Committee by attending and contributing to the discussions.
- be responsible for the parish music library and within the limits of the annual budget, purchase choir music, vestments and pay for supplemental musicians. Be responsible for submitting an annual budget to the churchwardens for approved by the vestry.
- be responsible for overseeing the congregational hymnals and other liturgical music resources, making recommendations for purchases and new music to the Worship Committee.
- attend weekly (monthly) staff meetings.
- maintain a written daily log of hours worked and submit such a log for review to the

Incumbent, his/her designate, on a monthly basis.

- participate in diocesan musical activities, and attend conferences, workshops and seminars for continuing education for professional growth and the benefit of the congregation
- maintain a safe environment for all participants
- be in compliance with the requirement of one screened adult leaders being present at each children or youth choir practice or event
- communicate with parents of children and youth, as required
- manage the building set up for practices, and return the building to its previous form after use (including clean up)
- communicate regularly with the Incumbent reporting any concerns in a timely fashion
- participate in an annual performance review of the position led by the Incumbent

Skills, Experience and Qualities Required:

- ability to play the organ and have corresponding formal training
- training and/or experience in developing liturgy
- willingness to become familiar with the norms, structures, values and worship of the Anglican Church
- proven successful in working with teens and older children, ideally in a Christian setting or is eager to learn
- able to work flexible hours to accommodate planning and working with volunteers.
- in consultation with the Incumbent, the Organist shall arrange for substitute replacements when needed.
- dependable

Competencies

- proven leadership skills
- strong teaching skills
- an understanding of himself or herself as a Christian role model.
- a commitment to ongoing spiritual growth and personal development.
- strong interpersonal, communication, and listening skills.
- a sensitivity to people of diverse backgrounds
- the ability to set and maintain personal boundaries
- the ability to assess situations and problem-solve or refer appropriately.
- the ability to work in a team environment

Support, Supervision and Evaluation:

Limits of the position:

- annual performance reviews will be conducted by the Incumbent
- support is provided by the Incumbent and choir members
- have at least one screened leader present when working with children or youth choirs/bands
- comply with the Responsible Ministry: Screening in Faith Policy reporting guidelines, in the unlikely event of meeting one-on-one

Terms of work/service:

*estimated*

[ X ] hours per week

- the Organist shall have a vacation of one month (four Sundays) with pay to be scheduled at the mutual convenience of the parties, but which can not be scheduled during festival seasons of the church.

Training provided:

*Check all that apply*

- ✓ Position-specific training (pre-requisite)
- ✓ In-Service training (on-going as needed)
- ✓ Diocesan Sexual Misconduct training

Other: *specify:* \_\_\_\_\_.

Position Risk Assessment:  Low  Medium  High

- Benefits & Opportunities:
- To have a profound effect on the tone, teaching and enjoyment of worship services
  - To make a significant contribution to the musical skill development of parish members.
  - The parish may pay the yearly fee for the Organist to belong to the Royal College of Organists.
  - The Organist has the first option to play at weddings and funerals. He/she will receive an honorarium, (amount)
  - The Organist and Choir Director may give private music instruction on the church premises with the use of church instruments provided it does not interfere with normal church activities.

*Record Keeping: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.*