

St. John's Anglican Cathedral, Winnipeg
Music Director: Job Description

Introduction:

The Director of Music/Organist of St. John's Cathedral interacts with and has responsibilities toward:

1. The Dean and Corporation
2. The Congregation and its representatives, the Vestry
3. The Choir
4. Professional development
5. Equipment

1. The Dean and Corporation:

The Director of Music/Organist shall:

- (a) be accountable to the Dean and Wardens (The Corporation) which will comprise the Personnel Committee; (See Note A)
- (b) consult with the Dean at regular meetings about appropriate anthems and hymns for worship;
- (c) cooperate with the Dean with regard to general planning and leadership of the music ministry for the Cathedral;
- (d) develop a mutual vision with the Dean for growth and development of the music ministry for the Cathedral.

2. The Congregation and its representatives

The Director of Music/Organist shall, in consultation with the Dean:

- (a) select, prepare, and play organ/piano music as required at services of worship including:
 - (i) all Sundays; and preparation for Sundays during annual vacation;
 - (ii) Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, When Christmas Hurts (Advent 4, 4 p.m.), Christmas Eve (7:00 p.m.), Christmas Eve (11:00 p.m.), Christmas Day, Diocesan services such as Ordinations, Blessing of Oils, and Synod opening (even years);
 - (iii) should Diocesan services exceed four services in any one calendar year, Organist/Choir Director shall be paid per diem rate;
- (b) arrange for a substitute organist/choir director when unable to perform as required at rehearsals or services of worship;
- (c) discuss with the Dean, well in advance, any planned absences from the Cathedral, indicating the arrangements made for a substitute;
- (d) arrange for a substitute organist during vacation leave period;
- (e) provide music for all weddings and funerals at the Cathedral (as requested) and, as necessary, arrange for a substitute when unable to be present;
- (f) provide information notes and translations of non-English texts (choral) for the Sunday bulletin;
- (g) develop and implement a program to teach new hymns to the congregation;
- (h) perform other duties as may be assigned.

3. The Choir:

The Director of Music/Organist shall:

- (a) select/audition, rehearse, direct, and accompany the music sung by the choir and volunteer soloist/s from the choir;
- (b) train, direct and develop the choir in a professional and caring manner for worship by conducting regular rehearsals on:
 - Thursdays 7:00 to 9:00 p.m. (negotiable); Sundays 9:50 to 10:20 a.m. (negotiable)
 - and at other times mutually agreed upon by choir and choir director.
- (c) administer and maintain the music library, with volunteer assistance if required;
- (d) research and procure music for the music library, as per approved budget;
- (e) recommend the hiring of musicians when necessary (expenditures in this area will necessarily follow current budget guidelines);
- (f) exercise leadership in the recruitment of new choir members.

4. Personal Professional Development

The Director of Music/Organist shall:

- (a) continue to study and improve his/her knowledge, skills, and repertoire.
- (b) maintain technique through practice.
- (c) develop and maintain professional contacts by:
 - (i) making himself/herself aware of musicians within the community who might appear as guest singers or instrumentalists.
 - (ii) reviewing professional journals
 - (iii) availing himself/herself of the advantages of membership in such organizations as RCCO, MCA and the like;
- (d) as practicable, seek opportunities to listen to other choirs and organists;
- (e) engage in professional development - e.g. organists' conventions, conducting workshops, vocal master classes, etc;
- (f) renew himself/herself spiritually and professionally; and
- (g) write an annual self-evaluation that will be the basis of discussion for an annual review by the Dean.

4. Equipment:

The Director of Music/Organist shall:

- (a) recommend necessary care and maintenance of the church organ and pianos for approval by the Dean/Corporation;
- b) arrange for tuning and maintenance of the organ, the Baldwin piano in the chancel, the Yamaha choir room piano and the John West Hall piano as per budget and current policy, and forward to the Corporation detailed reports of any work done;
- (c) recommend long range planning re: organ revision, repair;
- (d) be responsible for advising the Corporation on the setting of policies with regard to the use of the Cathedral's musical instruments (organ and pianos), for which prior approval must be obtained from the organist/choir director.

Note A

Canon 21 - 6. (b) - CHURCHWARDENS

“To see that Divine Service is decently and regularly performed, but the ordering of the services, including the musical part thereof and the use of the organ, the ringing of the bells to summon the congregation to the service, the fixing of the hours of service and such like matters, shall be under the control of the incumbent. The appointment or dismissal of the organist, choir leader, vergers, sexton, caretaker, secretary, and other lay members of the parish staff shall rest with the incumbent and churchwardens, but the amount of salary or wages to be paid to any such officials shall be fixed from time to time by the Vestry.”