**Shaughnessy Heights United Church**

**Minister of Choral Music**

Position/Job Description

Part-time position. 14 hours per week

**1. Purpose and Scope:**

The Choral Minister provides musical leadership - that nurtures and strengthens the Shaughnessy Heights United Church mission through congregational worship. This mission states that worshippers who appreciate the exploration of Christian faith through music will be helped to experience “the language of the Spirit” in services supported by a variety of beautiful musical offerings that inspire and transform them.

The Minister of Choral Music:

* in collaboration with the Coordinating Minister, the Minister of Instrumental Music, and the Music and Worship Team, ensures that all musical aspects of the service support the liturgical themes of worship and are inclusive and engaging for all who worship with SHUC
* provides leadership to build a vibrant, inclusive sanctuary choir that provides training and support and encourages participation of all congregational members
* provides a wide range of opportunities to participate meaningfully in SHUC music programs for worshippers of all ages with a variety of talents and gifts
* collaborates with the Minister of Instrumental Music and other musicians, as appropriate, on rehearsal preparation

1. **Responsibilities:**

The Choral Minister, together with the Minister of Instrumental Music, is responsible for contributing to meaningful worship services that reflect the core values, mission and beliefs of the congregation.

Specifically, the Minister for Choral Music is responsible for:

* **Choral Leadership**: leads sanctuary choir rehearsals, encourages participation of all singers; promotes a positive, encouraging and supportive choir environment; selects and rehearses with occasional soloists; and selects choral anthems that suit the specific liturgy

* **Music Program**: shares responsibility with the Minister of Instrumental Music to develop ,- promote and support a music program that is affirming, vibrant, and diverse; fosters and encourages the artistic and spiritual gifts in all members of the congregation; and plans for coverage that provides musical leadership at a high artistic level. Facilitates diverse musical leadership at SHUC through collaboration, partnership and education with community members and groups within and beyond the congregation. Collaborates with the Coordinating Minister regarding hymn selection for Sunday worship.
* **Administration**: In consultation with the Minister of Instrumental Music, the Minister of Choral Music recommends to the Worship and Music Team an expense budget for music programming. In accordance with M&P guidelines hires and supervises choral section leads as per Annual Budget. Ensures the upkeep and organization of the music library.
  + **Staff member**: works with Ministry personnel and other staff colleagues to plan and coordinate the musical components of regular and special worship services; attends staff meetings; and assists the Worship and Music Team in its mission, work and mandate.

1. **Organization Accountability**

The Minister of Choral Music reports to the Coordinating Minister. The Coordinating Minister will provide direction and hold the Minister of Choral Music accountable for their work. Performance reviews will be conducted by the Ministry & Personnel Committee with input from the Worship Elder and Coordinating Minister.

Works with the Ministry and Personnel Committee and in accordance with Ministry and Personnel guidelines with respect to hiring and supervision.

Works with the Minister of Instrumental Music with respect to professional and musical responsibilities, as well as scheduling time commitments, including absences.

Maintains professional working relationships with the Mission Elder for Worship, Worship and Music Team, congregation, ministry personnel and staff.

Is encouraged to maintain membership in and participate in applicable local, national, and international organizations of church music.

1. **Authority**
2. May establish and administer guidelines for ongoing choir participation, with respect to member availability and/or voice compatibility with choir requirements.
3. Hires and supervises section leaders, and singers for regular services, weddings, funerals, and other events as warranted.
4. The Minister of Choral Music does not publicly speak on behalf of SHUC, and refers requests to the Coordinating Minister or other appropriate Council or staff member.