

**JOB POSTING – DIRECTOR OF MUSIC**  
Grace Church, Scarborough ♦ Anglican Diocese of Toronto

**Grace Church, Scarborough** invites applications for the position of **Director of Music**.

The position involves an average of 12 hours of work per week beginning  
**September 1<sup>st</sup>, 2023**

**Objective:**

The Music Director will ensure worship services are enhanced through the use of music (instrumental and choral) so that the congregation is encouraged to participate.

**Duties:**

- Direct the music for the 11 a.m. Sunday worship services: conduct the choir and provide musical accompaniment on the keyboard/piano.
- Conduct choir rehearsals every Thursday evening (preferred) at 7:00 p.m., and on Sunday mornings before the service.
- In consultation with the incumbent, select appropriate hymns and anthems for all services and seasons.
- Upon request, provide music for all weddings and funerals, which carry additional honorarium.

**Ideal candidates will possess the following:**

- Availability beginning September 1, 2023. This is an initial 1-year contract, with possible renewal.
- Experience with Christian music leadership, ability to integrate a variety of musical styles into worship in support of specific themes.
- Competency on the keyboard/piano, both as a collaborative musician, to support hymn singing and accompany the choir/soloists and as a soloist to offer repertoire for postludes/preludes.
- Experience and enthusiasm for choral leadership.
- Well-developed interpersonal skills, ability to collaborate with a community of staff and volunteers.
- Preferred: familiarity with Anglican Church of Canada tradition, worship and music.

**Instrument(s):** Korg V3 Pro Trinity Music Workstation DRS, Model TRI V3Pro; Yamaha Upright Piano, Model U1F PDAW; Kawai KDP90 digital piano for the practice space.

For more details please see the attached Narrative Job Description.

**Compensation:** Based on RCCO salary guidelines.

**Hours of Work:** 12 hours per week.

**Required Date:** September 1, 2023.

**Closing Date:** July 15, 2023

**Applications:** A cover letter and resume should be submitted by e-mail to: [communications@gracechurchscarborough.com](mailto:communications@gracechurchscarborough.com)

## ABOUT US

Grace Church, Scarborough ♦ Anglican Diocese of Toronto

### Who We Are:

Grace Church is a small community of people from diverse backgrounds, exploring and learning what it means to be followers of Jesus Christ in South Scarborough. We are a community that exists to worship God, engage with our local community and grow together in faith as we proclaim the Good News of God's Kingdom. We do not have all the answers, but we are eager for the journey, and are continuing to learn and grow as we worship together, study together, and serve together.

We are a warm, welcoming church. There is a strong sense of friendship and camaraderie among our members. We are a church family that loves our community and serving in our congregation. There is a culture of acceptance. We are open to people of different cultures and backgrounds and want everyone who comes to Grace to feel welcome, accepted, and loved.

We are a gospel-focused community with a hunger for the Holy Spirit. We love new opportunities to grow in our faith and further our understanding of scripture through bible and book studies. We like to and are encouraged to speak about our faith in and outside of our Church walls. We enjoy lively worship and are open to trying new things. We have a dedicated choir, and a congregation that loves music and loves to sing.

We have two Sunday morning services:

- **9:00 a.m. Traditional Said BCP Communion Service**
  - Worship service takes place in our side chapel. This is a said service with no music.
  - Current average attendance is approximately 10 people.
- **11:00 a.m. BAS Communion Service with Choral Music**
  - Worship takes place in the main sanctuary.
  - Music is led by the choir and music director.
  - Current average attendance is approximately 50 people.
  - When all are present, the composition of the choir is as follows:
    - 6 sopranos, 3 altos, 3 tenors, 1 bass.

To learn more about Grace Church, visit our website or Facebook page.

[www.gracechurchscarborough.com](http://www.gracechurchscarborough.com)    [www.facebook.com/gracechurchscarborough](https://www.facebook.com/gracechurchscarborough)

### What We Are Looking For:

We would like someone who is welcoming, friendly, kind and patient, who listens to our choir members and engages in inclusive decision-making. We work together as a team at Grace. The Music Director is expected to work collaboratively with the Rector, others in leadership, the Choir and the congregation.

We would like someone who can play our instruments with competency and skill, and has experience working with small, amateur choirs. They would need to understand our limitations as a small congregation and choir, and work within them.

Ideally, they would have a strong familiarity with the Anglican Church of Canada tradition, worship and music, but we would also want them to integrate a variety of musical styles into worship.

## **JOB DESCRIPTION –DIRECTOR OF MUSIC**

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During the year, the Director of Music will shape their ministry in the following areas:

### **Musical and Liturgical Planning – 45%**

- Preparation of annual Parish Planning Calendar
- Long-range planning for Church Year with Rector
- Seasonal planning with Rector
- Research and choosing of music (hymns, songs, psalmody, service music), both traditional and modern, for all services
- Arranging and composition of music for choir and instrumentalists
- Reproduction and purchase of music for choir and parish
- Preparation of advance weekly service lists for Rector and Office Administrator
- Music processing of congregational music for weekly leaflet / PowerPoint
- Proof-editing of weekly leaflet / PowerPoint
- Preparation, arranging and composition of music for visiting musicians
- Long-range and seasonal planning with Children's Ministry Team
- Recruitment of musicians and new choir members.
- Preparation of seasonal choir schedules
- Preparation of weekly choir service lists
- Planning of other special services and concerts
- Planning of annual choir workshops and other teaching opportunities
- Recruitment and supervision of substitute musicians

### **Rehearsals and Services – 40%**

- Two weekly choir rehearsals (Thursday evenings and Sunday mornings)
- One weekly Sunday service: 11 a.m.
- Other services and rehearsals as required (e.g. Holy Week)
- Rehearsals with visiting musicians and young musicians.

### **Community Engagement – 5%**

- Establish patterns of interaction with the church community

### **Administration – 10%**

- Maintenance of choir library
- Regular reporting to parish licensing agent (i.e. CCLI)
- Weekly consultations with Parish Administrator
- Communication with choir members
- Preparation of required reports.
- Supervision of use of keyboard and piano
- Assist in operating and setting up sound and live-streaming equipment.