

**WESLEY UNITING CHURCH**  
**DIRECTOR OF MUSIC, 2016**

**POSITION DESCRIPTION**

<b>Position Title</b>	Director of Music
<b>Location</b>	Wesley Uniting Church Forrester, ACT
<b>Employment Status</b>	Part-Time
<b>Position Reports To</b>	Chairman of Church Council
<b>Positions Responsible For</b>	The Assistant Organist, Deputy Director, Wesley Music Scholars and the choir

**Purpose of Position**

To support and enhance the worship within Wesley Uniting Church by encouraging a vibrant music life which contributes to the spiritual growth of the congregation.

**Key Selection Criteria**

1. Recognised qualifications in music performance or equivalent experience.
2. Significant experience as a choral director in a church music setting, within the Uniting Church or a related tradition.
3. Accomplished liturgical organist.
4. Demonstration of genuine enthusiasm, knowledge and ability to implement a broad musical repertoire.
5. Ability to lead, nurture, direct and develop our existing choir.
6. A commitment to and ability to work within the Christian ethos and practices within the Uniting Church of Australia.
7. A proven ability to work with volunteer singers, and a willingness to create team-work among them.

## **Duties and Responsibilities**

1. Play appropriate organ music before and after the service, for the singing of hymns and songs as selected by the Ministers; accompany the Music Scholars. The Assistant Organist accompanies the choir at rehearsals and during the service, under the direction of the Director of Music.
2. Select and creatively use music from a variety of eras and styles.
3. Plan and direct the liturgical music for worship, regular and occasional, (Advent, Christmas including “Blue Christmas”, Lent, Holy Week, Easter along with first refusal for Weddings and Funerals) within Wesley Church. As in many churches, the number of weddings has decreased in recent years; there have been 19 funerals in the past two years.
4. Train the Wesley Choir and recruit new members.
5. Consult with couples about music for their weddings.
6. Supply information for worship leaflets in a timely manner.
7. Arrange for the maintenance and tuning of all church instruments within the musical budget, and, in consultation with the Property Committee, for work involving Occupational Health and Safety implications.
8. Have a major involvement in the recruitment of Wesley Music Scholars.
9. Mentor the Wesley Music Scholars, including co-ordinating their involvement in services. This may include rehearsing and advising on repertoire.
10. Facilitate the purchase of musical instruments as directed by Church Council.
11. Develop and propose a music budget to the Treasurer and administering the budget as approved.
12. Ordering material for the music library and ensuring its proper organization and maintenance.
13. Roster organists for the mid-year and New Year/January periods whilst the music program is in recess.
14. Maintain a productive working relationship with the Wesley Music Centre and its Organ School.

### **Additional**

Other duties, within the skills and abilities of the successful applicant, but outside of those listed in this position description may be required to be performed from time to time.

### **Salary and Conditions**

The position of Director of Music is a part-time position, attracting a competitive salary, plus fees for weddings and funerals (\$200).

The Director of Music is entitled to five paid Sundays off each year. Further, should they take any extra time off, it is their responsibility to (i) obtain a substitute, and (ii), recompense them directly.

The Director of Music will be entitled to use the church organ for teaching purposes at no charge.

Accommodation on the church campus may be available for rent.

**Please note:** This Position Description has been designed as a basic outline of the position only. It should be used as a guide rather than an exhaustive list of requirements.