



Position Description

Position: Music Ministries Director

Reports to: The Minister

Hours: 20 hrs/week with some flexibility

Key Responsibilities: The Music Ministries Director is responsible for using musical talents to the glory of God, leading music ministries at Oakridge Presbyterian Church (OPC). Oakridge Presbyterian Church currently has a blended style of worship service incorporating traditional and contemporary music. The Music Director would be someone who can build a diverse, dynamic, growing music programme. Their gifts will support OPC's vision of "A Caring Diverse Community, Rooted in Christ, Growing A New Generation of Faith". They will also be someone who is a skilled pianist primarily, with organ skills being considered a valuable gift.

This position oversees and supports a variety of volunteer music ministry groups that provide music and lead the congregation in worship during regular services Sunday mornings--currently at 10a.m. (Pre-Covid: 9:30am and 11am) and other worship following the Christian Calendar (e.g., Good Friday; Christmas Eve (three services)).

The Music Ministries Director will work with the minister, program staff, session, A/V coordinator/team, volunteers and members of the congregation and general public, to coordinate music ministries in accordance with the Oakridge Presbyterian Church (OPC) vision, policies and procedures.

Primary Duties

Music Ministries Coordination, Planning and Support

- In consultation with the Minister, select appropriate music for worship services and work collaboratively in planning worship.
- Arrange music for instrumentalist as required.
- Possess a knowledge of and experience with a blend of both traditional and contemporary Christian music, integrating a variety of musical instruments (e.g., strings, brass, percussion,) and employing various musical genres.
- Provide musical accompaniment for the full range of Christian calendar services.
- Plan/coordinate musical faith development programs and events for all ages
- Participate in weekly Wednesday staff meetings.
- Give oversight to and coordinate the recruitment, training and leading of musical groups/choirs within the church (e.g., chancel choir, praise band, bell choir, children and youth choir, African Praise Team, and other choir groups)
- Be available and the first call for weddings and funerals as needed.
- Develop all musical ministry with a view to the church vision as a growing Christian community.
- Knowledge of/experience with A/V / livestreaming of music ministry
- Other special assignments as required from time to time.

Leadership and Volunteer Engagement

- Oversee the volunteer music ministry groups and be a resource for volunteers.
- Demonstrate care & concern for members of the music ministry who are ill, bereaved or going through challenging situations and mobilize support.
- Engage congregation in worship through music.
- Facilitate the integration of people having diverse cultures, ages, abilities, and gifts.
- Ensure volunteer leaders are acting in accordance with OPC policies and procedures addressing situations as they arise.
- Understand and enforce the Leading with Care policy.
- Consult with the Minister as needed regarding issues with staff/volunteers within the congregation.

Administration

- Ensure administrative details are attended to including choir music library and all required licensing agreements(sheet music, livestreaming)
- Maintain awareness of Health and Safety risk issues to ensure a safe environment.
- Perform all administrative duties related to the role using Microsoft Office Suite and other related software programs.
- Ensure Music Ministries information is up to date on the OPC website.
- Participate in regular team/staff meetings and activities as appropriate/within area of expertise.
- Monitor and respond in timely manner to all email.
- Report to Session on a monthly basis (template provided) regarding programs and progress toward goals; report prepared for OPC Annual Report; and any other reports as requested by Session.
- Monitor the condition of musical instruments and tuning requirements.

Budget Preparation

- Prepare the annual budget for Music Ministries
- Document and monitor expenses incurred ensuring compliance with budget and timely reporting.
- Demonstrate independent decision making within the approved budget regarding expenditures for programming.

Qualifications

- Professes Jesus Christ as Lord and Saviour; committed to the work of the church.
- University degree in music or equivalent experience.
- Experience conducting, leading, and accompanying choirs and musical groups.
- Demonstrated proficiencies in musical performance (piano is primary, organ is secondary) and accompaniment.
- Experience in vocal training.
- Commitment to team building and developing positive relationships.
- Demonstrated leadership skills preferably in adult, youth, and volunteer environments.
- Experience in leading change and assisting others in adapting.
- Excellent interpersonal skills and demonstrated flexibility.
- Knowledge of/experience with A/V / livestreaming of music.

Updated May 2024

Summary & Contact Information:

Oakridge Presbyterian Church, London, is looking for an energetic, forward-thinking individual to lead our dynamic Music Ministries in support of our Vision “A Caring Diverse Community, Rooted in Christ, Growing A New Generation of Faith”.

This is a 20 hrs/week staff position. You will be overseeing and supporting a variety of volunteer music ministry groups, providing music for and leading the congregation in worship during services and other worship situations. You will work with the minister, program staff, session, A/V / live streaming team, volunteers and members of the congregation and general public, to coordinate music ministries in accordance with the Oakridge Presbyterian Church (OPC) vision.

For further information about our Church please visit our website at:

<http://oakridgechurch.ca/home/>

With any questions, please contact Reverend Tim Archibald at tarchibald@oakridgechurch.ca or call-471-2290 x 222)

If you are ready to apply, please submit your information to:

mljones@sympatico.ca by June 1st, 2024.

Subject line: "Attention: Human Resources Team".

Anticipated start date is Tuesday September 3rd, 2024