

# Church of Saint John the Evangelist, Hamilton

## Ministry Description (Staff Position)

Ministry Area	Worship	Position	Organist and Choir Director (Interim)
Nature of Ministry	<p>As a member of the Worship Team, you will perform various duties related to the music integral to the worship life of the parish. The Organist and Choir Director has special responsibility for the music at the Choral Service, direction of the Parish Choir, and special services of the parish throughout the year.</p> <p>The purpose of your ministry is to empower the faith community in their worship of God.</p> <p>This ministry involves leadership of the Parish Choir; the recruitment, leadership and supervision of volunteer singers and musicians; excellence in leadership of congregational singing on organ and piano; close work with the Rector and any worship committee that may be constituted from time to time.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> <li>1. Work with the Rector and worship committee that may be constituted from time to time in planning the music and liturgy for worship services.</li> <li>2. Leadership of the musical parts of the liturgy at the Choral Service and other special liturgies, accompanying on organ or piano, and working with other musicians from time to time.</li> <li>3. Selection of appropriate choral music and working with the Rector and worship committee on the selection of hymns and service music.</li> <li>4. Provide appropriate preludes and postludes.</li> <li>5. Rehearse, direct, and lead the Parish Choir and other musicians involved in services.</li> <li>6. Provide suitable music at weddings and funerals as required.</li> <li>7. Encouragement of young musicians.</li> <li>8. Organize special events as required.</li> <li>9. Select, acquire, and organize musical supplies and administer the maintenance of church instruments.</li> <li>10. Ensure that church music is organized in the space provided.</li> <li>11. Engage, rehearse, and direct additional musicians, for special services.</li> <li>12. Work within the assigned ministry budget in consultation with the churchwardens.</li> </ol>		
A Person Well-Suited	<p>Will be mature Christian with excellent musical and interpersonal skills, able to lead others to excellence in their own gifts and abilities.</p> <p>Will have a good knowledge of the Anglican liturgical and choral traditions and an openness to explore the growing and emerging edges of that tradition.</p> <p>Will be comfortable working in both people and task-oriented, structured and unstructured environments.</p> <p>Spiritual gifts that may apply to this ministry include: music, creativity, administration, faith, generosity, service, leadership.</p>		
Time Commitment	Approximately 12 hours per week. See letter of employment.	Length of Term	See letter of employment.
Participation Group	The worshipping community, Parish Choir, volunteers, musicians, Choir Librarian, worship committee, Rector and churchwardens.		

<b>Support, Supervision and Training</b>	<p>Direct supervision of this ministry is by the Rector.</p> <p>The person in this ministry supervises members of the Parish Choir, the Choir Librarian, and other musicians.</p> <p>Training (orientation) is provided by the Rector and churchwardens.</p>
<b>Boundaries and Limitations</b>	<p>This ministry description describes the scope of this ministry responsibly.</p> <p>Strict adherence to the diocesan Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them. Because of their age children are always vulnerable to various forms of abuse. Other members of the community and volunteers may also have vulnerabilities.</p> <p>This ministry description outlines the limits of this ministry responsibility.</p>
<b>Benefits to Participation</b>	<p>It is hoped that the incumbent will grow in their own faith as they participate in and lead in the worshipping community.</p> <p>The volunteer will enjoy a closer relationship with the Rector, volunteers, and other leaders of worship.</p> <p>The volunteer will play a key role facilitating the worship life of the congregation and, as such, in the discipleship of parish community.</p> <p>The volunteer will be part of an amazing team that works to enhance the worship life of the parish.</p>

<b>Risk Assessment</b>		
<b>Risk Type</b>	<b>Description</b>	<b>Assessment</b>
Participation and Supervision	The entire worshipping community; the Parish Choir; individual volunteers.	High
Setting	Mostly public settings, however, some occasions of one-to-one work with volunteers	High
Nature of Relationship	Leadership	High
Degree of Authority	Perception of high degree of authority	High
Physical Safety	Some light lifting possible. Low risk to physical safety.	Low
Financial	Little direct financial involvement. Responsible for a portion of the Ministry Budget.	Low
Privileged Information	Possibly some access to privileged information.	Medium
Damaged Reputation	Some risk of damaged reputation in the case of a false accusation arising out of the ministry,	Medium
Key-Holder	Key required (no. 2).	Medium
<b>Risk Level Assessed</b>	<b>High</b>	

Screening Requirements	
✓ Training is required.	Training is offered, but not required.
✓ Interview is required.	✓ References are required.
✓ Police Records Check (PRC) is required.	✓ PRC with vulnerable sector screening required.
Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.	Signed statement regarding ministry description required.
✓ Signed statement regarding confidentiality required.	✓ Key-holder agreement required.
✓ Signed statement regarding policy on ministry with vulnerable persons required.	

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

\_\_\_\_\_  
Full name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date