

MUSIC COORDINATOR
CLOVERDALE UNITED CHURCH

1. This position is functionally accountable to the lead Minister, and is administratively accountable to the Council of Cloverdale United Church through the Ministry and Personnel Committee.
2. The Music Coordinator will liaise regularly with the Minister to collaborate on music choices during the Church seasons.
3. It is anticipated that this position will be creative with the music choices, respecting the theology of the Church and the congregation.
4. The above noted position is for a flexible workweek depending on the musical requirements for that week's worship service. While it will always be a minimum of 6.0 hours per week, it may require flexibility of up to 10.0 hours per week if necessary. This will be coordinated with the Minister and worship service requirements.
5. The schedule of hours worked will be established in consultation with the Minister and will always include Sunday Worship service.
6. As indicated earlier, one of the main functions of this position is to provide musical accompaniment to Sunday Worship; however, there is also an expectation that this individual will liaise with and otherwise encourage, solicit and coach choir members to sing a solo or a duet at some Sunday Worship service. (Choir members are not currently practicing nor singing as a group due to COVID restrictions).
7. The Music Coordinator will liaise on a regular basis with the Choir group. Specific time periods to be determined.
8. It is anticipated that this position will be involved in the motivation of choir/congregation members to provide solo or duet singing as allowed under COVID restrictions and in conjunction with the Minister. Also, this person will work within a multi-level skill set of those wishing to provide the singing.
9. Given the current COVID restrictions, this position would be encouraged to develop creative methods to deliver/provide music to the congregation regardless if services are indoor, outdoor or via Zoom (internet access).
10. Our congregation is actively involved with an Intercultural Ministry and the Music Coordinator is encouraged to work with the Intercultural Coordinator to use the resources of our Korean community to participate in the music portion of the Sunday Worship and to choose appropriate hymns/music for them (all respecting COVID restrictions).

11. This position is responsible for setting of the existing sound system to ensure that it is available for Worship services.
12. As a ministry outreach program, Cloverdale United Church provides Worship services at Zion Park Manor once per month. It is anticipated that this position will provide the musical accompaniment to these services on Sunday afternoon.
13. Having knowledge or expertise in internet production techniques if preferable.
14. Knowledge of United Church hymnody is preferable, but not specifically required.
15. Candidates with Church experience will be given priority review.