

**HANEY PRESBYTERIAN CHURCH**  
**11858 – 216th Street, Maple Ridge, B.C. V2X 5H8**

**Agreement Between**  
**The Music Director and Haney Presbyterian Church**

Music is an essential part of our worship services. The congregation is committed to a “convergent” (blended) style of worship in which different traditions and styles flow together to form a rich, strong, and healthy worship environment. It is important for us to build on this to the glory of God.

**Purpose**

To be part of a team whose main focus is to lead and accompany the congregation, choir, and instrumentalists, in bringing glory to God through the ministry of music.

The *Music Director* is appointed by, and is under the authority of, the Session.

**Duties and Responsibilities as they relate to Church Music and Musical Accompaniment**

Duties and time commitment vary through the church year. The summer months have fewer responsibilities as there are no choir and instrumentalists’ practices. The workload is heavier at other times of the year, in particular Easter and Christmas.

The *Music Director* will:

1. Play for the regular Sunday morning worship services as part of a team that includes other instrumentalists and vocalists.
2. Play for special services related to the church year, including: Maundy Thursday, Good Friday, Christmas Eve services, Christmas Day and other services as negotiated with session.
3. Direct weekly choir practice and accompany the choir during worship.
4. Schedule and lead a weekly practice for the music team (instrumentalists and vocalists).
5. Select worship service music (preludes, anthems, offertories, postludes). The minister who leads the service usually plans the service and selects the music for congregational singing.
6. Make arrangements with the music team regarding worship service music.
7. Maintain regular communication with the minister(s), church office, music team, and sound team.
8. Encourage the participation of others with musical abilities. All such music is under the direction of the Music Director.

9. Arrange appropriate supply for times of holiday, leave and, if possible, illness. Confirm with the minister at least two weeks in advance of desired holiday or leave time. Confirm with the Church Treasurer at least two weeks in advance of leave time (for either a week or a Sunday/single service). Holiday and leave time must be confirmed by the minister and Clerk of Session.
10. Have the first right of refusal to play for additional events such as weddings and funerals, and other church functions. Music Director has the option of playing as a volunteer or for the normal fee.
11. Keep a record of all the music used, and submit a report when required by CCLI.

### **Duties and Responsibilities as they relate to Church Choir**

The *Music Director* will:

1. Encourage the choir to lead congregational singing.
2. Reinforce the choir's purpose as providing a variety of anthems to enhance the worship experience of the congregation, not as performances, but as expressions of praise and adoration.
3. Take into consideration the widely differing musical abilities of choir members, and provide instruction to assist them in learning the anthems and singing with excellence.
4. Choose/order anthems and cantatas from various sources, selecting on the basis of sound reformed theology, musical integrity, range of voices, level of difficulty, and variety of musical styles.
5. Schedule anthems and cantatas according to the church year and sermon themes.
6. Maintain good communication with the choir members, music team and other pianists and accompanists.
7. Communicate anthem selection to the office, minister, and choir members in time for inclusion in the Sunday bulletin currently printed on Thursday at 10am.
8. Communicate with the sound team regarding sound requirements.
9. Coordinate group communication with the music team, choir representatives, sound team and minister when deemed advisable.

10. Keep a record of all anthem titles and the dates they are sung.
11. Maintain the copyright integrity of any music used by the congregation.
12. When available, participate in special events within the Congregation, Ministerial and Presbytery and if appropriate, lead the choir in these services.
13. Submit (for approval) invoices for new music to the Church Treasurer, limiting expenditures to within the budget approved at each AGM.
14. Prepare and submit a report for the AGM (the Choir Treasurer will provide a financial summary for the report), and items for the newsletter.
15. Attend if possible the annual mid-August music reading sessions sponsored by Long & McQuade Music in Vancouver.
16. Arrange that members of the Choir and Music Team will do the following:
  - a. Maintain a list of choir members, their music numbers, and, if used, their assigned gowns.-Provide suitable binders and prepare music for choir's use – numbering, hole punching, distributing, etc.
  - b. Collect music after Sunday services and Wednesday practices, and file in cabinets (or arrange for another member to do so.)
  - c. Obtain volunteers to lead prayer prior to or after each choir or musicians' practice, and prior to each Sunday worship service.
  - d. Coordinate and oversee a list of kitchen helpers for the Sunday coffee hour when it is the choir's turn (either July or August).

**\*NOTE:** While the Music Director is responsible for maintaining and oversight of these Duties and Responsibilities, the Music Director may ask for volunteers to assist, and delegate tasks to these volunteers from either the Choir or Music Team, as is appropriate.

### **Requirements as they relate to Church Music and Musical Accompaniment**

The *Music Director* will:

1. Be a trained and qualified musician, gifted in piano accompaniment, and competent and comfortable to play a variety of musical styles (hymns, contemporary worship music, anthems);
2. Be a maturing Christian whose life bears the fruit of the Spirit, and who feels called to serve God through a ministry of music;
3. Value relationships and will have strong relational skills;

4. Desire to work as a member of a collaborative team;
5. Participate enthusiastically in the life and work of the congregation;
6. Understand the nature and role of worship and liturgy in Christian spiritual formation;
7. Have a vision for inspiring the congregation to sing with joy and confidence.

### **Requirements as they relate to the Church Choir**

The *Music Director* will have:

1. A Christ-centered faith as a member or adherent of the congregation.
2. Experience in working with choirs, musical ensembles, and groups.
3. Excellent music reading skills.
4. The ability to interpret music, and make arrangements where appropriate.
5. The ability to coach and inspire the choir.
6. Knowledge and experience of conducting.
7. The ability to work with people in a group and provide leadership. Good communication skills are essential.
8. A vision for encouraging the participation of other church members with musical abilities.

### **Terms of Service**

**SALARY:** The annual salary for the services rendered (as set at the Annual General Meeting) is payable over 12 months, minus employee deductions for income tax, EI and CPP, as required by law. The salary of \$12,000 is based on fifty-two weeks per year including three weeks of paid vacation. If an extra week or weeks of leave are requested and approved, salary will be reduced by one fifty-second per week taken. If an extra Sunday or Sundays are requested the salary will be reduced by the current relief amount per Service. Salary will be paid monthly on or before the last day of each month.

Both parties agree to review this engagement after four months and to continue with the covenant if mutually satisfactory. This agreement is subject to regular annual review by the Personnel Committee in consultation with the parties involved. Both parties agree to give two months' written notice to terminate the contract. Any changes to the agreement will be communicated in a timely manner by the Session to the Board of Managers.

**EVALUATION:** The Personnel Committee will meet twice a year with the *Music Director* for support and evaluation.

**REPORTING:** The *Music Director* reports to the Minister and works in cooperation with the Choir, Music and Sound Teams.

**HOURS AND SCHEDULE:** It is understood that the agreement allows for ten hours per week, which includes the regular Sunday worship service, choir practice, music team practice, administrative duties and personal preparation time.

**WORKING CONDITIONS:** The congregation will provide a budget for the music ministry and administrative support. The budget amount will reflect the annual CCLI licensing fees, and all music purchased for use by the choir, children's choir and instrumentalists.

**CHURCH POLICIES:** The *Music Director* will read and abide by *The Leading With Care Policy*, *The Sexual Abuse and/or Harassment Policy*, and *The Policy for Dealing with Allegations of Racial Harassment* of The Presbyterian Church in Canada, and provide proof of a recent criminal records check.

**AUTHORITY OF SESSION:** Notwithstanding this agreement, it is understood that in all matters having to do with the *Music Director*, the Session has the final authority. Therefore, if a situation arises that is not covered by this agreement it will be dealt with by the Session of Haney Presbyterian Church.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*Music Director*

\_\_\_\_\_ DATE \_\_\_\_\_

*Clerk of Session*

\_\_\_\_\_ DATE \_\_\_\_\_

*Moderator of Session*

**DEFINITIONS:**

**Choir Member:** Vocalists who gather weekly for practice, lead in congregational singing, and sing special music during Sunday Worship services. They may sing as a whole or in smaller groupings. They are led by the Music Director.

**Guest Musicians:** Individuals and/or groups who may share their musical talents and gifts with the congregation on an occasional basis. May be visiting or invited, but normally not a regular weekly participant. The Music Director will both approve and coordinate special music.

**Music Team:** Instrumentalists and vocalists separate from the choir, who may accompany the choir or sing and play separately from the choir.

**Sound Team:** Individuals who operate the PA system, soundboard, set up wired and wireless microphones, play accompanying digital music, and record audio during Sunday Worship services and on special occasions.

**Volunteers:** Members of either the Choir or Music Team, who accept to do a special task or duty under the direction of the Music Director (Choir Treasurer, Choir Librarian, etc.).

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**COVID Appendix**

During the pandemic several of the responsibilities of the Music Director must be waived. We encourage the Music Director to use his/her gifts and creativity to enhance the worship of the congregation in a safe manner. As is true for all members of the congregation, the guidelines of the COVID Re-Opening Committee of Session must be followed.