



## PARISH MUSIC DIRECTOR JOB DESCRIPTION

### **Job Posting Brief**

We are seeking a pastoral musician to be Parish Music Director and lead our music ministry.

The Parish Music Director will be responsible for developing, coordinating, and leading the parish music ministry; planning, preparing, rehearsing and leading music for Sunday liturgies and other special services including but not limited to Advent, Christmas, and Holy Week.

Our ideal candidate has a good understanding of music in liturgy and the ability to incorporate music into the worship experience.

### **Duties and Responsibilities**

- Provide musical leadership from the organ and piano.
- Direct, lead, and develop the church choir in rehearsals and worship.
- Support congregational singing in worship.
- Arrange for and support guest musicians or special music when necessary.
- Plan and coordinate, in consultation with the Rector, music for weekly liturgies, special, seasonal and collaborative services
- Collaborate with parish staff on behalf of the music ministry, the success of current and potential future programming.
- Maintain and oversee the care of musical instruments, equipment and music library, including weekly reporting to OneLicense.
- Develop and manage the music ministry budget in consultation with the Rector and Parish Council.
- Promote the public face of music in the parish, including outreach, where possible.

### **Conditions of Work**

- Leadership of a diverse group of volunteer singers and musicians.
  - Performance at a professional standard on piano and organ; or an excellent command of piano with the intent to master the organ through professional development.
  - Work includes evenings, weekend and select statutory holidays. Regularly scheduled: Thursday evenings, September through June, and Sunday mornings, throughout the year. Select special, seasonal and collaborative services are scheduled separately according to the liturgical calendar. Seasonal variation in hours per week is to be expected: more hours per week during Advent and Lent, fewer during summer months.
  - Encouraged to join professional support groups such as The Hymn Society in the US and Canada.
  - Weddings and funerals held in the parish are not included in the standard contract. Music Director will be given rights of first refusal or may charge a bench fee in lieu. The Music Director may set own fees for service, in consultation with the Rector and Wardens.
  - Paid vacation, 4-weeks. Standard benefits package as per Diocese of the Islands and Inlets.
  - The Music Director has use of the parish instruments for personal practice.
  - The Music Director may request scheduled access to the church building and instruments for purposes of teaching. Permission is subject to availability, approval of the Rector, and the concurrence of Wardens.
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## **Qualifications**

Our ideal candidate will have:

- Training and experience in church music leadership.
- Skill as a leader of choral music, and ease working with a diverse group of volunteer singers and musicians.
- A professional standard of playing on piano and organ; or an excellent command of piano with the intent to master the organ through professional development.
- A degree or certification in music.
- Strong knowledge of traditional and contemporary hymns, music for worship in various styles, and the sacred choral literature.
- Excellent leadership and communication skills

## **Additional Information**

- **Job Title:** Parish Music Director
  - **Work Environment:** Church setting. Evening, weekend, and holiday hours, according to the liturgical calendar, are required to complete the Duties and Responsibilities and Conditions of Work. Diocesan policies related to employment such as Safe Church and Respectful Conduct.
  - **Reporting Structure:** Reports to the Rector of St. Luke Cedar Hill
  - **Salary:** \$24,000-\$25,500, based on candidate experience and qualifications
  - **Location:** Saanich, BC in the Greater Victoria region
  - **Employment Type:** Employee, part-time (based on average 14 hours per week)
  - **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity in our community. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.
  - **Application Instructions:** Please submit a cover letter, an academic or narrative CV, outlining your qualifications and experience, and contact for three references familiar with your work in church music to [ [hr@stlukecedarhill.ca](mailto:hr@stlukecedarhill.ca) ].
    - **Applications will be accepted until the position is filled.**
    - All applications will be acknowledged at time of submission.
    - Information submitted as a part of this application will be used only by the parish and only to assess candidacy for this position. According to BC PIPA, application materials will be retained by the parish for one year from the date of application and thereafter destroyed.
    - AI will not be used to review and assess applications.
    - All candidates will be notified of application status within 45 days of the final interview for the position.
    - Anticipated short-list interviews: March 2026
    - Anticipated Start: 1 July 2026
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