

Music Coordinator for Forest Hill United Church

Forest Hill United Church (FHUC) is a small, Affirming Community of Faith and takes care to use inclusive language. We have a preference for using gender-neutral terms when referring to God. Music is an important part of our worship experience.

We are looking for a Music Coordinator. The position is currently vacant and the starting date is open to negotiation. The job is 4 hours per week: 2 hours for preparation and 2 hours on Sunday mornings for set up, rehearsal, the service and tear down. There is additional time and compensation for special Easter and Christmas services. The successful candidate will play piano and/or keyboard and lead the congregational singing in collaboration with our volunteer music team. At the present time, the Music Team consists of a violinist and a guitar player. These members are unpaid volunteers and may not attend all services. There is no choir at FHUC, but the congregation as a whole joyfully sings.

In conjunction with the Worship Leader and the other members of the Music Team, the Music Coordinator will choose music for Sunday and special services from the following three resources: Voices United, More Voices and/or Then Let Us Sing. At the present time, Sunday service music includes: Prelude, Introit, Opening Hymn, Song of Praise, Hymn of Reflection, Special Music, Offering Response, Closing Hymn, Choral Amen and Postlude. The Special Music replaces an anthem that a choir would sing. It does not have to be from one of the three resources. A list of music that has been used in services over the past six years is available.

FHUC has a music copyright license with One License and we adhere to all copyright regulations. The Music Coordinator will complete all required reporting to One License.

The Music Coordinator will liaise with the Worship Team for planning and budgeting.

The Music Coordinator will prepare a report annually on the activities of the Music Team.

The Music Coordinator will assist in setting up and tearing down the music area for worship services.

The Music Coordinator will possess appropriate electronic communication skills. FHUC makes extensive use of email, spreadsheets, PowerPoint presentations of hymn lyrics, Word documents, etc. We also use cloud services (especially Dropbox) for service music planning purposes.

Compensation:

1. An hourly wage + 4% vacation pay will be paid twice a month. The hourly wage is increased annually on April 1 by the percentage increase applied to the New Brunswick minimum wage.
2. Up to two weeks of unpaid leave annually, if desired; the timing of which is subject to prior approval by the FHUC Board, which meets every second month. There are two paid sick days per year.
3. The Music Coordinator will have the right of first refusal to play at any weddings or funerals taking place at Forest Hill United Church.

Application Process:

The following information is required to apply for the position:

- name and preferred pronouns
- contact information including the best way to reach you to schedule an interview
- a description of your previous musical experience including how many years you have been playing
- anything else that you would like to tell us about yourself, including why you are applying for this position
- 2 References including their contact information (at least one of whom can attest to your musical abilities)

Applications will be accepted and interviews scheduled until the position is filled.

Applications should be submitted to the church Attn: Music Coordinator Search Team
via email to foresth.office@gmail.com
or dropped off or mailed to 45 Kimble Court, Fredericton, NB E3B 6X5

Interview:

1. Selected candidates for the position of Music Coordinator will be interviewed by the members of the Music Coordinator Search Team at a time convenient to all.
2. The candidate will play their choice of hymns, one from each of the three resources previously mentioned. (These resources can be provided in advance upon request.) In addition, the candidate will play a piece of their choice that would be suitable for Special Music. The pieces can be played on keyboard and/or piano, with or without vocal accompaniment.
3. The candidate will play a hymn chosen by the search team.

Notification:

All applications will be acknowledged and applicants will be notified whether or not they have been chosen for an interview.

All applicants interviewed will be notified whether or not they have been chosen for the position as soon as feasible following the interview.

The FHUC Music Coordinator Search Team appreciates the interest expressed by all candidates and looks forward to welcoming the successful candidate into our Community of Faith.

If you have any questions regarding this position, please contact the church office. Please note that FHUC's Office Administrator is only in the office from 8:45 am to 11:45 am on Tuesdays and Thursdays.