

**STAFF JOB DESCRIPTION  
ORGANIST/CHOIR DIRECTOR**

(Adapted from Diocese of Ottawa)

<b>Job Title</b>	<b>Organist/Choir Director</b>
Position Approved by	Rector & Wardens with choir concurrence
Appointed by	Corporation
Supervised by	Rector
Supervises	Choir
Accountable to	Rector, Choir, Worship Committee
Salary	Royal College of Organists scale, or as negotiated
Deployment (hrs per week)	Est. 10 hours, with additional for other services
Benefits	Available (optional)
Screening Category	High
Criminal record check required)	Yes
Diocesan linkages	No formal links
Current status	Time commitment heaviest in "school year"-lighter in summer with no choir practices
Participates in parish governance	No - except for Worship Committee
In contact with	Choir, Junior Choir (when active), clergy, staff , parishioners
General Responsibilities	Plan and play suitable music in consultation with Rector Train and lead choir (s) Available, where possible, for non-scheduled services
Qualifications	Organ/Piano competence; familiarity with Anglican liturgy; willingness to learn and adapt
Risks identified	Often alone in church; recognized and trusted by all
Notes:	May be hired, with permission, to teach organ or piano privately using church equipment - needs to sign Agreement of Use Form