



Britannia United Church  
An Affirming Ministry of The United Church of Canada  
On the traditional Algonquin territory of the  
Anishinaabe Peoples  
985 Pinecrest Rd. Ottawa, ON K2B 6B4  
[www.britanniaunitedchurch.ca](http://www.britanniaunitedchurch.ca)  
612-828-6018



## MUSIC DIRECTOR

Britannia United Church, a theologically progressive and radically inclusive community of faith is seeking a part-time music Director effective 1 November 2024. Located on Pinecrest Rd, our community is made up of people who live in the Queensway Terrace North neighborhood of Ottawa as well as folks who come from the edges of the Greater Ottawa area. Part of The United Church of Canada, we affirm our faith in God and our desire to follow Jesus' Way. We are committed to fostering a community in which all people are welcome and affirmed as visible reflections of God. As such, individuals of every age, gender, race, sexual orientation, gender identity, varying abilities, ethnic heritage, and economic background are encouraged to fully participate in every facet of our church life, including membership and leadership.

We are committed to:

- Joyful worship and faithful prayer
- Nurture faith and spiritual growth
- Receive and welcome the stranger into our midst
- Support one another
- Seek justice
- Community outreach
- Actively living our love

## DUTIES AND RESPONSIBILITIES

### Weekly

- Sunday morning choir practice (9:00AM) and Sunday worship service (10:15 - 11:30AM)
- Weekly choir practice begins after the Labour day weekend to the last week of June.
- Make learning files as needed (particularly pertains to visually impaired or differently abled choir members)

### Yearly

- Good Friday service – 10:00AM
- Christmas Eve service – 7:00 PM unless otherwise negotiated.
  - a) Service will be held at 7pm as directed or requested by the worship committee at an additional fee of \$150.
  - b) Should the Music Director not be able to attend this service, it will be their responsibility to find a replacement and inform their liaison as to this replacement.
  - c) The Music Director will also forfeit their \$150 fee.
  - d)NOTE: Dates and times may be changed with advanced notice

### Additional

- Choose preludes, hymns and other music in collaboration with Ministry Personnel
- The Music Director will choose anthems to coordinate with the themes set forth by Ministry Personnel.

- Arrange musical offerings from the first week of July to Labour Day.
- Practice with occasional soloists.
- Coordinate extra practices for anthems through the year when needed.
- Personal practice for Sunday service
- Prepare annual budget request for music arrangements and instrument maintenance and repair (piano and organ)
- Subject to availability, provide music direction for weddings (including rehearsal) and funerals. Fees for these services will be invoiced and should be paid separately as set out in the “Funeral/Wedding Fee Package” of Britannia United Church. Should the request come from a member of Britannia United Church, the Music Director will be paid at a rate of: Wedding Fees @ \$200.00 Funeral Fees @ \$200.00
- Should the request come from an individual that is not a member of Britannia United Church, the music director will establish a fee beforehand that will be communicated with the requesting individual.
- Complete license reporting when necessary as determined by the licensing company.

### **Accountability and Reporting**

The Music Director is accountable to the Ministry and Personnel (M&P) Committee.

### **REMUNERATION**

- Remuneration is based on 12 hours per week and standard 4% vacation pay.
- Salary will be paid in 12 equal installments, with tax deductions (EI, CPP, and income tax) payable on the 15th of the month, for that month.
- If overtime is authorized in advance, and payment has been agreed upon, a separate payment will be made.
- The employee is not entitled to Pension or Group Insurance Plan. Should the employment status change, whereby the employee is entitled to the Pension Plan or Group Insurance Plan, this will be renegotiated.

### **WORK HOURS/SCHEDULE**

- The Music Director will work 12 hours per week beginning on Sunday and ending on Saturday.
- The Music Director is responsible for setting their own work week in accordance with the Duties and Responsibilities, and the required 12 hours per week.

**TO APPLY: PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO BRITANNIA CHURCH OFFICE:**

[office@brituc.ca](mailto:office@brituc.ca)

Or

**Britannia United Church**

**985 Pinecrest Rd.**

**Ottawa, ON**

**K2B 6B4**

**For more information, please call 613-828-6018**

**To check out worship services, visit our youtube channel:**

<https://www.youtube.com/@britanniaunitedchurch2620/streams>