



PARISH CHURCH OF ST. GEORGE CRESCENTWOOD, WINNIPEG ORGANIST / DIRECTOR OF MUSIC

POSITION SUMMARY

The Parish Church of St. George Crescentwood, Winnipeg is seeking an Organist / Director of Music to work collaboratively with clergy, staff, lay choir members, children, and youth to continue to cultivate a music program of great depth within the Anglican cathedral tradition. The position reflects and combines a legacy of excellence in classical sacred music and a wider musical worship experience. This position is one of liturgical ministry and one of pastoral connection with the choir, congregation, St. George's neighbourhood, and the broader Winnipeg community. The music program is supported by a well-maintained three manual Casavant Frères instrument, considerably expanded and rebuilt by Messrs. Hill & Son, Norman and Beard of London, England during the period 1954 to 1958, and a Steinway 7' grand piano. <https://www.stgeorges.mb.ca/worship/music/organ/>

OVERVIEW OF THE PARISH

St. George's is a joyful and active parish in the relatively affluent residential area of Crescentwood in Winnipeg, the capital city of the province of Manitoba and geographic center of Canada. Our identity is firmly rooted in the liturgy and traditions of the Anglican Church.

We are an intellectually progressive, socially conscious, LGBTTQIA+ supportive parish. We value preaching that animates the scriptures and connects them to our daily lives and experiences while challenging our thinking and actions.

We are a generous parish, striving to serve those in need through our support of various inner-city outreach and school programs and our overseas partner parish of All Martyrs, Ndoddo, in Uganda. We actively support refugee resettlement and currently care for and assist families from Eritrea and Syria.

We are a parish committed to a collaborative approach to church governance and planning.

Our building is a beautiful and significant example of Modernist architecture, designed to be harmonious with the homes of our neighbourhood. Constructed in 1957, the architecture employed was the product of the parish's optimism and renewal and continues to reflect our sense of worship – demanding truth, simplicity, and sincerity. Our church, built on Métis Land, is the third church structure on the site, the first built in 1916 as a mission of an earlier St. George's Church in the core of the city.

We have an average Sunday attendance of 80 to 100 people. Livestreaming of our services began at the outset of the COVID pandemic and continues today and includes funerals and other services.

Music is integral to our worship, and we have a proud heritage of sung choral services enhanced by an organ crafted for the accompaniment of the Anglican liturgy. Our worship is thoughtfully planned by our Incumbent and Worship Committee and engages a large portion of the parish as lectors, intercessors, and lay administrators.

The Sunday morning service at 10:30 am is a sung Eucharist using the liturgy of the Book of Alternate Services. Morning Prayer is sung once monthly between September and June. In addition, Choral Evensong is sung four to six times annually on Sundays at 4:00 pm. These daily offices use the language of the Book of Common Prayer. The congregation are active participants in the singing of hymns, the psalms, and all parts of the service, unless a special choral setting is sung by the choir. We follow the Revised Common Lectionary. Hymns are from the 1998 Common Praise of the Anglican Church of Canada occasionally supplemented from other sources.

Special services are held throughout the year which provide spiritual nourishment for our parish members. The most notable is the Festival of Nine Lessons and Carols on the evening of the Third or Fourth Sunday of Advent. This service sees our largest attendance of the year – over 300 people. Even during the restrictions of COVID-19, the Lessons and Carols service was so important that an online version was streamed using music recorded in prior years.

Other special services include sung worship on Ash Wednesday; the Paschal Triduum of Maundy Thursday, Good Friday, and the Easter Vigil; and an Ascension Day evening Eucharist. A special liturgy is used for our Remembrance Day liturgy on the Sunday before November 11.

CURRENT MUSIC PROGRAM & CAPACITY FOR GROWTH

We have a strong choral music tradition of over 70 years and many of our parishioners attend St. George's specifically for the music and its enhancement of the Anglican liturgy.

Worship is supported by a mixed choir of 28 singers ranging in age from seven to over 80. Children who join the choir learn the same music as the adults. The choir is directed by a paid Organist / Director of Music, drawing largely on music of the English cathedral tradition. The choir and organ are positioned in a gallery at the rear of the nave. This was a deliberate decision when the present church was built so there would be no separation between the congregation and communion table. The Organist / Director of Music selects hymns, anthems, and motets that reflect and complement the lessons for the day of the Christian year. Our music is augmented on special occasions by other instruments, such as a brass quartet on Easter Day.

In February, our Organist and Director of Music announced his planned retirement effective August 31, 2023. A Search Committee was established to lead the recruitment activities and make a recommendation to the Incumbent and Church Wardens of the successful candidate. We hope to have a seamless transition in our music leadership and look to hire an Organist / Director of Music this fall.

The qualified candidate will be keenly aware of how the Parish's history plays into its present worship practices and be open to working with clergy and leadership to discern new and creative ways to expand the music and worship of St. George's Crescentwood.

PARISH CHURCH OF ST. GEORGE CRESCENTWOOD, WINNIPEG

ORGANIST / DIRECTOR OF MUSIC POSITION DESCRIPTION

OVERVIEW OF POSITION

Position:	Organist / Director of Music
Hours:	Part-time, 12 (twelve) hours per week (actual hours will vary throughout the year)
Compensation:	Based on RCCO Guidelines as negotiated May be a staff position or independent contractor
Reports to:	Incumbent
Accountable to:	Incumbent and Church Wardens (The Corporation)
Start Date:	November 1, 2023 (negotiable)

AREAS OF RESPONSIBILITY

1. Worship
2. Staff / Community Life
3. Development
4. Administrative

1. WORSHIP

- Lead worship through music (organ and choir) for all:
 - Regular Services:
 - Sunday morning services (weekly 52 services; 10:30 am).
 - Choral Evensong services (approximately six annually; 4:00 pm).
 - Special Services during the liturgical year, including but not limited to:
 - Festival of Nine Lessons and Carols
 - Christmas Eve, Christmas Day
 - Ash Wednesday
 - Paschal Triduum: Maundy Thursday, Good Friday, Easter Vigil
 - Easter Day
 - Service of Lessons and Music for Eastertide
 - Ascension Day
 - The Day of Pentecost
- Select music for all worship services and additional services as appropriate, in consultation with the Incumbent.
- Schedule and lead weekly rehearsals of the choir(s).
- Devote the appropriate amount of rehearsal time (both the organ and the choir) to provide excellence in parish worship.

- Arrange for organ and piano maintenance with qualified organ and piano technicians as needed, in consultation with the Chair of Property Committee.
- Provide music, and/or consultation regarding music, for all weddings and funerals in the Parish as applicable.
 - Paid a fee for services provided outside of regular compensation and work hours.
 - Entitled to fee regardless of whether an outside organist is requested, in accordance with Parish funeral / wedding policy.
- Where applicable, arrange for instrumentalists for special services as budgeted.
 - Organize rehearsals.
 - Provide timely payment to singers and instrumentalists through office procedures.
- Arrange for qualified substitute organist and choir director when absent for worship services notifying the Corporation in advance.
- Facilitate congregational singing and worship through the musical leadership of hymns, psalms, and liturgy.
- Provide all Sunday service music information to the Parish Administrator in a timely manner to enable preparation and inclusion in the weekly service leaflet.
- Encourage the musical talents and participation of members of the congregation through organizing and coordinating special musical offerings, including soloists, instrumentalists, and small ensembles; this may include handbell or other vocal choirs, depending on the applicants' gifts and interests.

2. STAFF / COMMUNITY LIFE

- Participate in regular staff meetings and staff development / social gatherings.
- Participate, on a volunteer basis, in the life of the parish as discussed with Corporation – this may include events such as Fellowship meals (lunch, dinner), rummage and clothing sales, Doors Open event, etc.
- Foster a “social” life of the choir, including choir parties and other such events.
- Work with Treasurer to prepare an annual music budget for the parish.

3. DEVELOPMENT

- With demonstrated experience and competency in communication, the ability to network with individuals, groups, and organizations to develop and grow the:
 - Music Program, including choristers and musicians.
 - Number of Households who are members of the parish and worshippers.
- Desire to build a financially sustainable music program.
- Renew and develop the RSCM program with particular focus on young choristers.
- May establish and cultivate a music / performance series or similar community offering to develop music program at St. George's.

4. ADMINISTRATIVE

- Purchase all music, supplies, equipment, and supervise maintenance of organ and piano in accordance with the approved budget.
- Organize and maintain music library.
- Oversee and direct the cleaning and care of choir robes.
- Attend worship committee meetings (monthly).
- Plan calendar of music activities; Coordinate advertising accordingly.
- Develop and monitor annual music budget in consultation with the Treasurer.
- Contribute articles for publicity / communication purposes.
- Prepare report for Annual General Meeting.

QUALIFICATIONS, SKILLS & ABILITIES

- Demonstrated understanding of, enthusiasm for, and experience with inter-generational choirs, excelling in music of the Anglican (English Cathedral) choral tradition, diverse cultural and contemporary music.
- Display a professional level of musical talent from training and experience.
- Ability to familiarize oneself with the congregation's worship services and a theological understanding of church music.
- Advanced skills to communicate well and in a friendly and respectful manner with the clergy, wardens, staff, committee members, church choir, guests, and members of the congregation.
- Demonstrated skill and experience teaching music theory and vocal technique.
- Experience choosing all music for worship services including but not limited to:
 - Hymns
 - Psalms (Anglican chant; plainsong)
 - Introits, motets, anthems
 - Service music
 - Other

All to be approved by the Incumbent.

- Passion for working with a diverse group of singers, and energy to devote to recruitment and community outreach.
- Works with Incumbent, Honourary Assistants, Lay Readers, and others as required for one-on-one choral service preparation / vocal coaching.
- Mastery of organ playing and choral directing; experience in recruiting and developing choristers, both youth and adult and incorporating them into the adult choir for Sundays and special services.
- Promotes St. George's music program in the community, willing to collaborate with other choirs for parish and diocesan functions.
- May design and plan off-site concerts.
- May initiate trips and fundraise for the choir(s) locally and perhaps abroad.

REQUIRED SKILLS & EXPERIENCE

To perform this job successfully, the selected candidate must be able to perform each essential duty safely and satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Education and Experience:
 - At minimum, a Bachelor's degree in music / organ or its equivalent.
 - Advanced degree preferred.
 - At least five years' experience as a Director of Music.
- Familiarity with RSCM.
- Strong understanding of copyright for church usage and implementation of such policies.
- Competency with computer systems and applications: Microsoft 365, including: Word; email, other.
- Advanced ability to read, communicate, comprehend, and carry out instructions, short correspondence, and memos in English.
- Must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom they are working.

CHARACTER TRAITS

- High Level of Integrity
- Team Player with Strong Interpersonal Skills
- Self-Starter and Initiator
- Detail-Oriented
- Social/Networking-Minded

PHYSICAL DEMANDS

- Ability to climb steps and ladders as well as to bend, pull and push.
- Ability to move and carry objects.

ADDITIONAL REQUIREMENTS

- Membership in Royal Canadian College of Organists (RCCO)
- Clear: Criminal Records; Vulnerable Sector; Child Abuse Record checks.
- Adhere to Diocese of Rupert's Land guidelines and policies, and parish programs including but not limited to:
 - Diocesan Respectful Workplace Policy
 - Sexual Misconduct Policy
 - Anti-Racism Training
 - STOP Parish process for conflict resolution
- Adhere to parish policies as outlined in the Parish Handbook.
- Comply with current public health orders.

ACCOUNTABILITY

- This position reports to the Incumbent and is accountable to the Corporation.

JOB EVALUATION & PROVISIONS

- Year-round position, approximately one-quarter time; Time off may be taken as discussed with and approved in advance by the Corporation.
 - Organist / Director of Music is responsible for arranging coverage and paying their replacement.
- First six months are considered probationary; Continuation contingent upon satisfactorily completing the probation.
- Absence due to illness or emergency is to be brought to the Corporation's immediate attention.
- Any difficulties or challenges are to be brought to the Incumbent's attention for assistance; Triumphs and accomplishments are to be shared with the Incumbent and fellow staff for celebration.
- After successful completion of the probationary period, termination may be initiated by the Organist / Director of Music or the Corporation at any time, as long as sixty days (60) written notice is presented to the opposite party prior to the date of departure.

COMPENSATION & BENEFITS

- This position is approximately twelve (12) hours per week, with the possibility of additional hours as needed by the Corporation, compensation accordingly.
- Compensation range is commensurate with experience and in line with Royal Canadian College of Organists (RCCO) pay guidelines.
<https://www.rcco.ca/resources/PDFs/Empl/Salary%20Table%202023.pdf>
- Compensation determined in consultation with Corporation and Treasurer.
- Compensation and performance will be reviewed on an annual basis by the Corporation.
- Time off in, addition to statutory holidays (understanding that required-to-work statutory holidays will be transferred to another day that is mutually agreed upon) will be determined in consultation with Corporation and Treasurer.
- Private Instruction:
 - The Organist / Director of Music:
 - May give private instruction in piano, organ, voice, and music theory on the church premises, provided that such instruction shall not interfere with normal church activities or with the Organist / Music Director's other position duties.
 - Is responsible for setting and collecting any fees charged to private students.
 - May permit their students to use the organ for practice as they see fit, provided that such practice shall not interfere with normal church activities. The use of the facilities shall be scheduled in advance with the Parish Administrator. No person may use the organ without the consent of the Organist.

APPLICATION PROCESS

Interested candidates should submit a resume and covering letter outlining how their interests and experience align with the position. Please include a list of credentials and the names and contact information of one personal and two professional references. Candidates are additionally asked to submit three recordings demonstrating their ability in organ performance and choral directing/conducting.

Send applications to the Incumbent, The Reverend Sherpard Gwende at: sherpardgwende@stgeorges.mb.ca with "Application: Organist / Director of Music" in the subject line. Please also copy the Rector's Warden / Search Committee Chairperson at: andrewsthomson@gmail.com with the same materials.

Receipt of all applications will be acknowledged promptly. Selected candidates will be invited to an audition and interview to be held in August or September 2023.