

Job Description
Soloist
Westminster United Church
Winnipeg, MB, Canada
2018

1. Title: Soloist/Section Leader

2. Background information:

Our soloists/section leaders play a treasured role in the life and work of Westminster Church.¹ They contribute their musical gifts to worship and special events. They represent the Church and must be alert to the necessity to facilitate tactful and appropriate communication amongst the public, visitors, tenants, neighbours, the staff, and Church members. They should contribute to a calm, welcoming atmosphere at all times.

The purpose of the soloist/section leader position is to contribute musically to the worship services and special events, and to offer leadership to the relevant section of the choir. Being prepared, prompt, and dependable is essential.

The Church has a small musical team and a wide variety of activities; this will often require flexibility and cooperation.

3. Requirements:

Prior to commencing employment, candidates must:

- 3.1 Read and sign a copy of the "Employee Code of Conduct" in the Manual of The United Church of Canada, indicating understanding and willingness to follow the Code;
- 3.2 Read and sign the position description indicating understanding and acceptance of the responsibilities and expectations described;
- 3.3 Read and sign the letter of offer indicating understanding and acceptance of the terms as offered.

4. Skills, training, and experience required:

- 4.1 Remunerated experience leading a choir section;
 - 4.2 Performance- and solo-ready voice;
 - 4.3 High musical language fluency; strong sight-reading capacity;
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4.4 A flexible, collaborative approach to planning, problem-solving, conflict resolution, and coordinating teamwork;

4.5 Demonstrated tact and sensitivity to colleagues, clients, and visitors;

Skills, training, and experience preferred:

4.6 Familiarity with Church structure and culture.

5. Reports to the Choir Director.

6. Responsible for no other positions/employees.

7. Responsible for working with the other soloists and choir members during, and in preparation for, rehearsals, worship services, and special events.

8. Duties:

8.1 Be present, ready to sing and to lead the relevant section prior to the beginning of rehearsals, worship services, or special events;

8.2 Know all music before rehearsals and be ready to provide leadership and encouragement to other members of the section, and to respond to questions and requests for guidance from section members;

8.3 Participate in up to a combined total of 100 rehearsals, all regular worship services (as defined below), and special events per year, including Sundays and additional services and occasions during the holy days/weeks of Christmas, Lent, and Easter;

8.4 Prepare and provide solos and ensemble pieces as assigned by the Director of Music in Worship.

8.5 If unable to attend a scheduled rehearsal, worship service, or special event, engage a suitable, prepared replacement soloist/section leader, and reimburse the replacement at the rate of \$30 for each rehearsal, worship service, or special event.

8.6 If unable to engage a suitable, prepared replacement (re: 8.5), their honorarium will be reduced at the same rate as indicated in 8.5.

8.7 This will be re-negotiated each year, beginning in June, 2017.

8.8 Both parties to the agreement shall have the right to terminate the agreement with one month's notice, without cause or compensation.

Regular service: is defined as a worship service with the organist, for the congregation, planned and conducted by a Minister and, if required, with choir, soloists and Choir Director in attendance. Designated regular services include the Family service, Christmas Eve services, Good Friday, Ash Wednesday, Maundy Thursday and 'Blue Christmas' services.

Soloist

Date