

Westminster United Church
Terms of Employment
Developed 2022

1. Title: **Soloist/Section Leader**

2. Background information:

The Soloists/Section Leader plays a significant role in the life and work of Westminster United Church. They contribute their musical gifts to worship and special events. The purpose of this position is to provide leadership to their section of the choir, the choir as a whole, and to help facilitate the music of worship. It is essential they project a calm, welcoming atmosphere at all times by being prepared, prompt and dependable. They represent the Church and must be alert to the necessity to facilitate tactful and appropriate communication amongst the public, visitors, tenants, neighbours, other staff and Church members. The Church has a small musical team which includes the Director of Music in Worship ("Music Director"), the Organist, other Soloist/Section Leaders, and Coral Scholars.

3. Prior to commencing employment, individuals must:

- 3.1 Read and sign the attached excerpt of the "Employee Code of Conduct" taken from the Manual of The United Church of Canada, indicating understanding and willingness to follow the Code;
- 3.2 Read and sign the attached excerpt of the "Workplace Violence and Harassment Policy" taken from the Manual of The United Church of Canada, indicating understanding and willingness to follow the policy;
- 3.3 Read and sign the Terms of Employment indicating understanding and acceptance of the responsibilities and expectations described;
- 3.4 Read and Sign the Offer of Employment letter indicating understanding and acceptance of the position as offered;
- 3.5 Submit a current Criminal Records' Check and Vulnerable Sectors' Check and agree to periodic record checks as required by The United Church of Canada and Manitoba legislation.

4. Skills, training, and experience:

- 4.1 Experience leading a choir section is preferred;
- 4.2 Experience as a chorister is required;
- 4.3 Performance and solo-ready voice;
- 4.4 High level of music language fluency;
- 4.5 Strong sight reading capacity;
- 4.6 A collaborative and flexible approach to planning, problem-solving, conflict resolution and teamwork;
- 4.7 Demonstrated tact and sensitivity to colleagues, fellow staff, congregants, and visitors;
- 4.8 Familiarity with Church structure and culture is preferred

5. Reports to and is supervised by the Music Director.

6. Responsibilities:

- 6.1 Provide leadership to their section prior to the beginning of rehearsals, worship services, or special events by being prompt and ready to sing;
- 6.2 Prepare music before rehearsals and be ready to provide leadership and encouragement to other members of their section;
- 6.3 Respond to questions and requests for guidance from section members;
- 6.4 Prepare and provide solos and ensemble pieces as assigned by the Director;
- 6.5 Participate in all *regular worship services as defined below as well as agreed upon special events;
- 6.6 Planned absences from rehearsals, regular services, or agreed to special events need to be arranged with the Music Director with as much notice as possible to determine if a substitute is required. If a substitute is required, the Soloist/Section leader will work with the Music Director to hire an appropriate substitute;
- 6.7 In the event of an emergency absence, the Music Director should be notified as soon as possible. It is understood that in an emergency situation a substitute may not be possible;
- 6.8 In the event of a long term absence due to illness or other reason, the Music Director should be notified as soon as possible and the Soloist/Section Leader will work with the Music Director to hire an appropriate substitute;
- 6.9 In the event that a substitute is required, remuneration for the substitute will be worked out between the Soloist/Section Leader and the Music Director;
- 6.10 Lead the occasional rehearsal as determined by the Music Director;
- 6.11 If comfortable, lead a rehearsal or regular service if the Music director needs to be absent. There is also the possibility of podium time should the Soloist/Section Leader wish to gain conducting experience under the guidance of the Music director.

*Regular Services are worship services for the congregation held on Sunday mornings from September until June. Designated regular services shall also include the Christmas Eve and Good Friday services. There may be other regular services included during the seasons of Advent/Christmas, Lent, and Easter as determined by the Worship Committee.

Note: Typical weekly time commitment includes Thursday evening rehearsals (7 to 8:30 or 9) and Sunday mornings (9:30 to 11:30 or noon). This will be approximately 4-5 hours per week. Weekly time commitment will increase during the weeks with special services like Christmas Eve and Good Friday. Regular Thursday rehearsals only run until the May long weekend so weekly time commitment will decrease the last few weeks of the choir season.

Remuneration and Benefits:

Remuneration and benefits will be negotiated annually based on the guidelines set down by the United Church of Canada, Manitoba Employment Standards, and best practices of other comparable churches in Winnipeg.

Soloist Signature

Director of Music in Worship

Date

Date