

## **. . . So ~ You Have Been Asked to Write an Ad . . .**

as part of your congregation's search for a new music leader. . .

*To elicit a satisfactory and appropriate response, here are some tips:*

- Did you state clearly the denomination, the town and province?
- Have you described how outsiders might find details about the life of the congregation?
- Have your committee members spent an hour with a practising church musician to re-educate yourselves about current standards and expectations; or invited that third party to be an *ex officio* part of the group?
- Will the person hired be a keyboardist, a choral specialist, or both?
- Have you listed the duties and working relationships, with an approximate time investment linked to each duty? (Part-time at your church will necessarily point to part-time elsewhere, and applicants need to assess their freedom to serve you). Keep in mind that just as in sports, preparation (practice, conditioning) and presentation (worship event) take equal amounts of time (e.g. 3 hours in leadership takes 3 hours of preparation).
- Have you listed the instruments that this new appointee will be expected to play, as well as the name of the manufacturer(s), instruments' dates of origin, and condition?
- Have you described the choral group(s) and their expectations? Include reference to SATB, or SSA, Junior choir, hand-bell teams, and so on.
- For compensation, have you referred to a salary grid from either your denomination or the RCCO?
- Have you mentioned the line of accountability expected, to a personnel committee, or to clergy staff?
- Have you provided an internet path or telephone contact by which applicants can ask questions related to the process?
- Have you mentioned that applications will be treated with confidentiality? (Few employees choose to endanger their current relationships by announcing they are seeking work elsewhere, hence their reliance on full confidentiality.)
- Is your application deadline realistic? (Try to avoid busy seasons like Christmas and Holy Week.) Is your start date realistic? Many church musicians have a 90-day notification clause in their current contract, and may not be available to commence serving you immediately.

*Taking time to attend to all these details will speed up the process of posting the ad with the RCCO, and spark a more animated response from potential applicants.*

A sample satisfactory ad:

The Community Church of Mytown, ON seeks a creative and technically competent person to assume choral and keyboard music leadership in their faith family. The congregation is vibrant and growing. The sanctuary has a well-maintained 1975 Casavant Pipe Organ (3-manuals), and a heritage Bluethner grand piano. The Chancel Choir (singing weekly) has 22 SATB voices, the Youth Choir (ages 8-17; singing once a month) has 17 voices. With two rehearsals a week and one Sunday service, in addition to weekly meetings with clergy leaders and monthly with the Worship Committee Chairperson, it is estimated that this part-time position will demand 15-17 hours a week. The appointee will be expected to meet annually with representatives of the Church Council to evaluate past achievements, and explore a vision for the future. Continuing education funds are available, vacation is provided, and a benefits package is optional. Remuneration will be commensurate with experience and qualifications as outlined in the current RCCO Table of Recommended Salaries. Applications (which will be treated in strictest confidence) will be received until June 30 or until the post is filled. Please direct inquiries or applications to [office@thecommunitychurch.ca](mailto:office@thecommunitychurch.ca). Our congregation's profile is available at [www.thecommunitychurch.org](http://www.thecommunitychurch.org).