

Anglican Chaplaincy at Queen's out of St. James
and
St. James' Anglican Church, Kingston

Name of Position	Music Intern
Purpose	<ul style="list-style-type: none"> • The music intern ensures that suitable songs of praise/hymns are performed live (or pre-recorded if an online only format becomes necessary due to health concerns) each week at <i>The Gathering</i>, an informal Sunday evening Christian worship service with guest speaker, discussion time and a free shared supper, designed for university/college students and young adults. • The music intern chooses the hymn/song selections in consultation with the campus minister and plays the hymns and songs of praise at <i>The Gathering</i> either solo or in collaboration with other musicians and singers. • When possible, the music intern recruits others (especially post-secondary students and young adults) to share their musical gifts as well to enrich the worship experience of <i>The Gathering</i> community.
Setting	<p>St James is a vibrant Christian church for all ages conveniently located on the Queen's University campus. Queen's students are welcome to participate in all Sunday and mid-week services and activities. However, The Gathering is designed with and for university/college students and young adults as the primary audience. It is an informal, liturgical Christian worship service held in St. James parish hall or the Rogers Room. Others are welcome to attend including those who may need a meal or some company.</p>
Benefits & Opportunities:	<ul style="list-style-type: none"> • Serve God and get paid at the same time! • Excellent opportunity to gain experience both choosing and leading music for worship • The joy of learning from and being with peers and older mentors in the faith

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	<ul style="list-style-type: none"> • Meeting new people • Free Sunday night suppers • Opportunity to gain experience in planning for music and volunteer involvement in worship. • References based on performance to assist you on next phase of your education or career journey.
Population Served:	Gathering participants
Supervision & Support	Reports to St. James' Campus Minister who is the Anglican Chaplain at Queen's and has an office at St. James Anglican Church.
Limits of the Position	The Music Intern will serve according to established policies, practices and guidelines of the Anglican Diocese of Ontario and St. James Anglican Church, Kingston.
Skills, Experience and Qualities Required:	<p>The successful applicant will be:</p> <ul style="list-style-type: none"> • A practicing Christian affiliated with a denomination that is part of the Canadian Council of Churches or other church denomination acceptable to St. James. Not necessarily an Anglican. • Able to play guitar and/or piano • Dependable <p>The successful applicant will have:</p> <ul style="list-style-type: none"> • An understanding of themselves as a Christian role model • A willingness to work with the liturgy (worship service outline) provided and to accept direction from the Chaplain/Campus Minister • Strong organizational and time management skills

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	<p>Assets:</p> <ul style="list-style-type: none"> • Previous experience leading music in a worship setting. • Ability to sing and lead singing
<p>Duties and Responsibilities:</p>	<p><u>Core Duties</u></p> <ul style="list-style-type: none"> • Assist the campus minister, by selecting hymns and songs that fit with themes of the services and appeal to university students and young adults. Where possible and practical song selections should also take into consideration the season of the church year, the scripture lesson(s) that evening, and/or the topic of the guest speaker's talk. • The intern sends song selections as well as lyric PowerPoint slides (if required) to St. James campus minister each week on a date and time set by the Campus Minister. • Lyric PowerPoint slides are required for songs or hymns which St. James does not already have formatted. Lyric slides are to be formatted in the same way as is done in St. James shared hymns and songs folders. • For online services (if, and when required) the music intern will send videos of songs the music intern has recorded themselves and/or with others and/or links to pre-recorded videos by a specific deadline to the Campus Minister. The intern should follow the same procedure w.r.t lyric slides (unless lyrics are already incorporated in the videos). • Traditional hymn selections should come from either the ACC hymnal <i>Common Praise</i>, the <i>Sing a New Creation</i> supplement to <i>Common Praise</i>. • St. James already has lyrics for

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	<p>many songs of praise and <i>Common Praise</i> hymns in a shared drive. St. James' Campus Minister will make these files available to the intern so the intern can check the existing files to determine whether they need to prepare lyric slides or not.</p> <ul style="list-style-type: none"> • Play the song selections during the service, either solo or in collaboration with any other musicians or vocalists recruited by the music intern to help lead the worship music as well • Put away their music stand, sheet music, and any hymn or prayer books borrowed from the church before leaving and ensure that any additional musicians performing that evening do the same. • The music intern is also expected to set an example for others by listening attentively to the guest speaker and participating actively in the discussion times. • If the music intern has an academic or serious personal conflict, which may prevent them from playing at a regularly scheduled Gathering, they must give the Campus Minister as much advance notice as possible of the conflict. Their absence from a regularly scheduled Gathering must be approved by their supervisor and the intern must find suitable replacement musician(s) for that evening.
Term of Office & Time Commitment	<p>3 hours a week</p> <p>1 hour rehearsing the weekly hymn/song selection</p> <p>0.5 hours selecting hymns, preparing lyric slides or other related duties.</p>

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	<p>1.5 hours playing for The Gathering opening service and being present for the Gathering dinner and discussion time.</p> <p>The Gathering is held from 5:30 p.m. to 7:00 p.m. on Sunday evenings during the academic year.</p> <p>The intern is expected to arrive 15 minutes prior to the start of <i>The Gathering</i> (i.e. 5:15 p.m.) to set up and they may be required to arrive up to 30 minutes early if they are needed for any additional duties.</p> <p>The music intern is welcome to leave as soon as they have finished supper and put away any music related equipment, sheet music and books. They will not be paid for any additional time they are present at the Gathering after 7 p.m.</p> <p>No Gathering services are held on the Easter and Thanksgiving weekends or during the Christmas break. The Music Intern will also not be required to play at services held during the exam periods.</p>
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