

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT  
JOB DESCRIPTION: MUSIC COORDINATOR**

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**FUNCTION**

*The Music Coordinator coordinates the music requirements for the Cursillo movement. This role includes: promoting and supporting the provision of music at functions organized by the Ottawa Anglican Cursillo Movement (OACM) and manages licensing for music played at sponsored events, which includes communicating with musicians to ensure that reporting procedures are followed. This position is appointed by Secretariat, and may be extended for an additional time-period upon agreement with the incumbent.*

*This position may have deputies for example, a Music Reporting Coordinator, who coordinates the reporting for the music licenses and a Music Leader for Central Ultreyas, who leads or arranges for the music leadership of Central Ultreyas.*

**GENERAL**

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

**RESPONSIBILITIES AND DUTIES**

1. Attends all Secretariat meetings and leads or makes arrangements for music.
2. Provides reports to Secretariat when required.
3. Acts as a resource to the weekend Musica persons.
4. With assistance of the Music Leader for Central Ultreyas\* (see description below), coordinates and/or provides music leadership at OACM events including Central Ultreyas, Send-Offs, Closings, and Grand Ultreyas (in Andrew Hayden Park).
5. Liaises with the Music Leader for Central Ultreyas\* for storage of music resources, preparation of overheads for music at sendoffs, if required.
6. Manages the music licences, ensures that music used at all Cursillo functions adheres to copyright restrictions and completes the necessary copyright reports. NOTE: may be surpported by a Music Reporting Coordinator\*\* (see description below)
7. Liaises with weekend Musica regarding any additional songs used on the weekend that may require overheads for the sendoff or closing, and with music requests in general. Extends an invitation to other musicians to play at Sendoff and Welcome Back.
8. Screening Procedures  
Follows the requirements of the OACM Screening Procedures.

**\*Music Leader for Central Ultreyas**

The Music Coordinator may, with the approval of Secretariat, arrange for the appointment of a Music Leader for Central Ultreyas. The Music Leader for Central Ultreyas would:

- Store the following materials: music and overheads for all songs that are in the songbook and new songs that have been added since the songbook was published, overheads for the Eucharist, and electronic copies of songs in use by OACM
- Select music for Central Ultreyas and email Cursillo musicians (musicians@oacm.ca) an invitation to assist with leading the music. NOTE: In selecting the music, liaise with the 4th Day speaker to see whether a specific song is required.
- When the Ultreya is going to be a “Welcome Back”, liaise with the Musica from the weekend to solicit their input for music selection (theme song and one or two other songs that were particularly meaningful)
- Pull overheads for selected songs and bring to Ultreya
- Lead the music at the Ultreyas (invite Musica from weekend to lead or assist at Welcome Back)
- To keep the list of music up to date, as new songs are introduced from a weekend, liaise with the weekend Musica to get a copy of the music and a transparency (create a transparency if required)
- Coordinate with the Music Reporting Coordinator for licensing and other music related issues.

**\*\* Music Reporting Coordinator**

The Music Coordinator may, with the approval of Secretariat, arrange for the appointment of a Music Reporting Coordinator. The Music Reporting Coordinator would:

- Liaises with the Music Leader for Central Ultreyas and/or the Music Coordinator to monitor and report on song usage as required by the licenses, CCLI and LicenSing, held by OACM.
- Ensures that music used at all Cursillo functions adheres to copyright restrictions.

The above appointees must be screened in accordance with Secretariat procedures (*see* Appendix F2), and report to Secretariat through the Music Coordinator

**Notes:**

- Closings: Musica on a weekend should contact their counterpart on the men’s or women’s weekend with whom they are paired and request that they lead the music at the Closing.
- It is preferable if some musicians from the previous two weekends attend the Day of Deeper Understanding following those events, in order to support the new Cursillistas by providing music. Otherwise, Secretariat’s Music Coordinator will make the necessary arrangements for coverage.

**TIME COMMITMENT**

<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Prepare for monthly meetings by providing or arranging for music	0.5	10 meetings	5
Attend all monthly Secretariat Meetings	3	10 meetings	30
Communicate with OACM and Secretariat on relevant news and changes	2	10 months	20
Attend and arrange for music for Annual General Meeting	2	1 meeting	2
Correspondence and follow up with other musicians	1	5 months	5
Support the weekend Musica by providing information and assistance as required on copyright, song sheets, overheads, etc.	2	2 teams	4
Communicate with Music Leader for Central Ultreyas	1	5 occurrences	5
Collaborates with weekend Musica to obtain / prepare overheads for music at send-offs	1	2 teams	2
With the support of the Music Leader for Central Ultreyas, find musicians for all related special events or Act as a point of contact, as required, in finding musicians for all related special events.	3	6 occurrences	18
Ensure that the music used at all Cursillo functions adheres to copyright restrictions	1	9 occurrences	9
Ensure the necessary copyright reports are completed.	0.5	4 occurrences	2
Acts as contact point for the OACM music licences and forwards renewals to OACM treasurer for payment.	0.5	3 occurrences	1.5
Ensure Cursillo musicians are invited to help lead Send-offs	3	2 weekends	6
Invite Cursillo musicians to Manyanitas	1	2 weekends	2
Ensure Cursillo musicians are invited to help lead Closings	3	2 weekends	6
Preparation, planning, and updating of music resources, i.e. overheads, etc.	1	2 occurrences	2
Attend DoDU	8	1 occurrence	8
Attend Central Ultreyas	2	5 occurrences	10
<b>Average hours per month:</b>		<b>12</b>	
<b>Total hours per year:</b>		<b>138</b>	
<b>Note: Travel time to attend meetings and functions are not considered in the above. The timings above cover all Music Coordinator duties i.e. Music Leader for Central Ultreyas and Music Reporting Coordinator. Note that the Music Coordinator and the Music Leader for Central Ultreyas are not both required to attend the same events e.g. DoDU.</b>			