

Job Title: Choir Director

General Description and Purpose:

The Choir Director is an integral part of the ministry of the church and the choir sings regularly at worship services between September and May. The Choir Director's primary focus is to prepare the choir for their active participation and leadership role in the Sunday worship services and other special services as required.

Accountability: To the Pastor, Personnel Committee and Worship Committee

Responsibilities:

- Teach and direct the Choir anthems for the Sunday morning (or special) worship services to a multi-generational group of singers.
- Schedule song leaders for services that occur between September and May.
- Select choir anthem music for worship services. Selections should provide a variety of music, and should be appropriately coordinated with the liturgical calendar. Whenever possible, the anthem should follow the theme or sermon for the worship service.
- Submit anthem titles and special music titles for each Sunday's worship services to the church office in a timely manner (schedule as dictated by the church office).
- Plan for rehearsals to maximize the time spent with the choir.
- Communicate with the choir about the schedule and respond to inquiries from choir members.
- Be an advocate for singing in the choir and work to recruit and retain new members to the choir.
- Rehearse the choir weekly (Sunday mornings from 9-10 AM) and at additional times as identified by special needs.
- Work closely with accompanists. Music selections should be given to the accompanists well in advance of their rehearsal and performance by the choir. Practice with accompanists before each Sunday worship service, as necessary.
- Maintain the music library (filing and organizing) and maintain the music room and music office in an orderly and neat fashion.

Special Service Responsibilities:

- Select and arrange for musical presentations at additional services during Lent/Easter and Advent/Christmas season.
- Partner with the worship committee re: musical ideas and requests for new/additional music
- Meet with the Pastor before the Christmas and Easter seasons to coordinate and plan special music presentations.
- Other Responsibilities:
- Responsible for finding a substitute when absent and informing the Pastor, office and worship committee of absence and coverage plan beforehand.

Qualifications:

Required

- Accomplished vocalist with choral group experience.
- Training and/or experience as a choir conductor
- The candidate must be confident vocally to serve as a song leader and sing a solo if the need arises.
- Ability to lead and perform various styles of music.
- Enthusiastic, positive, and organized. Excellent communication skills are essential.
- Able to effectively teach new music, musical concepts and vocal techniques.

Desired

- Instrumental skills on the organ, piano, and/or guitar.
- Bachelor's degree with a music major or minor. Equivalent experience and knowledge in choral conducting can be substituted in lieu of this educational requirement.

Terms of Employment:

- Compensation: commensurate with experience
- We will pay a fixed salary per week to include rehearsal, service and prep time.
- 9-month commitment (Sept 1 - May 31)
 - Rehearse - Sunday mornings 9:00 am – 10:00 am
 - Service - Sunday mornings 10:15 - 11:15 am