

## Choir Director Job Description

### Job Description:

The Choir Director leads the Chancel Choir at a traditional Sunday worship service (first service) featuring pipe organ music, the Chancel Choir, and congregational hymn singing. The Choir Director picks music for the choir, helps to recruit choir members, and offers singing advice and direction during rehearsals.

### Work Schedules:

The position typically requires 5 hours per week leading music on Sunday mornings and church holidays. Christmas Eve and Easter Sunday services are required, as well as two other evening services. Choir rehearsals are typically on Wednesday evenings during the program year. Personal leave is allowed 4 Sundays each year subject to prior approval by the Pastor. Sick leave is available for 2 Sundays each year, if needed.

- The pastor, contemporary music co-directors, organist, and choir director jointly agree upon a schedule indicating service commitments for a given quarter.
- Extra hours may also be available for church events. The choir director will receive a separate stipend for any of these events.
- Extra hours may also be available for weddings and funerals. The choir director will receive a separate stipend for any of these events, as negotiated with the families.

### Required skills/knowledge:

- Demonstrated ability to manage rehearsal time to complete the learning needed
- Accomplished musician with a wide knowledge of choral music demonstrating diverse musical interests
- Excellent communication and interpersonal skills
- Ability to get along with many different people and personalities
- Ability to work with both volunteers and with the musicians who lead the contemporary worship service

### Preferred skills/knowledge:

- Ability to transpose music into other keys and improvise
- Ability to teach the use of voice and interpretation of music when singing
- Ability to accommodate many differing abilities and talents including young musicians within the congregation
- Ability to sing well

### Job Specifics:

- Provide choral direction for Sunday traditional worship service and church holidays
- Collaborate with the pastor in the selection of music
- Be aware of and implement gender concepts of today in musical selections
- Choose music appropriate for the choir and special musicians (as desired)
- Choose music appropriate for Christian worship
- Recruit and utilize church volunteers for the choir and special instrument accompanists (as desired)
- Prepare music for special musicians (as needed)
- Engage all generations in the traditional worship experience
- Assist in major music programs, such as the Christmas pageant
- Attend staff meetings (as requested)
- As able, provide music for additional church events (additional stipend)
- As able, provide music for weddings and funerals (additional stipend)
- Communicate music selections and other information for the Sunday bulletin in a timely manner with church's administrative assistant