

## POSITION DESCRIPTION: CHOIR DIRECTOR

TITLE: Choir Director

PURPOSE: To serve as a member of the church staff, assisting the Pastor and Congregation to fulfill the church's mission goals.

ACCOUNTABILITY: This person is employed by the Session and is accountable to the Pastor and the Worship Committee.

GENERAL GOAL OF THIS POSITION: To work in cooperation with the Pastor and Worship Committee to incorporate music into worship.

WAGES: Salaried @ \$5000 - \$6000 DOE

### JOB FUNCTIONS, TASKS AND MINIMUM PERFORMANCE RESULTS:

1. Oversee and direct the choral music in worship for each Sunday beginning after Labor Day through the Sunday before Memorial Day. This includes preparation and direction of an anthem and liturgical settings for each Sunday as well as some special services such as Christmas Eve. All music is to be chosen in conference with the Pastor.
2. Oversee choir practice each week. Typically, this has been Thursday evenings but can be determined by the mutual consent of choir members, organist, and director.
3. Provide a proper warm-up and run-through each Sunday morning. As with rehearsal, timing can be determined by mutual consent of choir members, organist, and director.
4. Maintain organization in the music room & music library.
5. If the choir director cannot meet their obligation for any church activity, it will be their responsibility to find a qualified substitute – with the approval of the Pastor. The regular director is still responsible for all music to be presented in their absence.
6. Attend Worship Committee meetings, as possible, (2<sup>nd</sup> Thursday of month @ 4 PM) to review, preview, and correlate the various functions in the worship activities.
7. Attend weekly staff meetings, as possible, Tuesday mornings from 8:15 AM – 9:15 AM.
8. Coordinate with administrative assistant so that titles and composers of musical selections can be printed in the bulletin weekly.

### SKILLS, EXPERIENCE AND ABILITIES:

1. Appropriate musical ability and training in choral music.
2. Ability to work with and people and collaborate with others.
3. Ability to choose music to suit the seasons of the church year, and the ability to assess the choir's strengths and weaknesses.
4. Ability to establish a positive choir environment.
5. A fundamental desire to serve God with the talent of music.

EVALUATION: A performance review will be conducted within three months from date of employment, and thereafter, semi- annually. During the 90-day information period the employee may be terminated without prior warning, if the described functions are not performed according to minimum expectations. Reviews will be conducted by the pastor and personnel committee based on the position description and on prior established goals. Adequacy of compensation will be reviewed annually by the church Session through the Personnel Committee.