

Choir Director

Purpose

- To provide musical leadership (as requested) for the congregation's worship services during the period August 15 through June 15.

Overview of Position

- Lead weekly rehearsals of and direct the Chancel (Adult) Choir.
- Coordinate Sunday worship music in consultation with pastor(s), organist, and others involved in process.
- Cooperatively schedule all Sunday and extra worship/service music in consultation with pastors and organist.
- Meet with pastoral staff on weekly basis to coordinate worship plans.
- Responsible for coordinating/organizing all church musical activities and calendar.
- Will provide necessary communication with all music staff and pastors for information to office and newsletters and bulletin.
- Write occasional articles for publicity.
- Prepare for special worship services (for example: installation of pastor, Music Sunday(s), Lent, and Advent).
- Choir Director may take a maximum of four Sundays off plus those Sundays when the church calendar does not require the choir to sing, but not Christmas and Easter, or during Advent and Lent. Choir Director will secure a suitable substitute choir director for directing the Chancel Choir for the Sundays taken off. (See special note below.)
- Supervise the choir interns and ensure that limited funds are not exhausted.
- Meet with Worship & Music Committee, upon its request, to discuss the music program.
- Assist in music budget process.
- Other worship and/or music responsibilities.

Relationships

- Relates to pastoral staff for coordination of worship, other musicians in the church to have a comprehensive program, and the Worship & Music Committee in matters of policy and planning. The position is supervised by the Pastor.

Evaluation

- Performance and compensation reviews will be conducted annually by the Pastor and the Personnel committee with input from the Worship and Music Committee. The employee may elect to have the liaison present for the meeting, if the employee chooses.

Special Note: If the Choir Director takes more than four Sundays off, he or she must find an appropriate substitute director and will pay the substitute correspondingly.