

CONGREGATIONAL UNITED CHURCH OF CHRIST

JOB DESCRIPTION for CHOIR DIRECTOR

The Choir Director is to develop and lead the Choir for church services. The Choir Director is expected to work closely with the Instrumentalist, Choir and Church staff to ensure the music within worship reflects the theme of the service and celebrates the joy of Jesus Christ.

TERM OF RESPONSIBILITIES:

Sunday Worship - Beginning the first Sunday after Labor Day and running thru the second Sunday of June.

Special Worship Services – Five additional dates are currently required for choral leadership. These dates are Ash Wednesday; Maundy Thursday; Good Friday and two services on Christmas Eve. These dates could change given the needs of the Worship Planning Team. Choral leadership may be required for weddings and funerals if requested.

The Choir falls under the direction of the Choir Director. There are no staff reports associated with the Choir Director position.

REPORTS TO:

The Choir Director reports on a day to day basis to the Pastor. The Choir Director position will have an annual review lead by the Personnel Committee in conjunction with the Pastor. The Choir Director will coordinate music selections with the Music Deacon, and the Music Deacon will review and approve all expenditures.

DUTIES:

Duties of the Choir Director are broken down into two distinct and equally important functions for the Church.

1. Planning:

- A. Meet with the Worship Planning Committee quarterly to understand the planned worship themes and determine the appropriate types of Choral music to support planned themes.
- B. Select all choral anthems to be sung by the Choir on Sundays and Special Worship Services in conjunction with the Worship Planning Committee direction. Create appropriate Anthem Lists for distribution to Choir and Worship Planning Team. Supply monthly anthem lists for choir, instrumentalist and Pastor.

- C. Meet as needed, but at a minimum quarterly, with the Music/Worship Deacon - to ensure copies of selected anthems and other pieces of worship music are ready for distribution to Instrumentalist and Choir.
- D. Meet as needed, but at a minimum quarterly, with the Instrumentalist to review upcoming anthems and coordinate all special music offerings. These special music offerings could include but are not limited to soloists during a Sunday worship; special choral performances and music requirements for the non- Sunday worship events. Choir Director and Instrumentalist will share in planning of these special music performances during worship.
- E. Meet with the Pastor at least once a month to review upcoming anthems and coordinate any special choral music required for a Sunday service.
- F. Support the Music Ministry Deacon in the creation of the annual Music Budget. Work with the Music Deacon to order new music and ensure all necessary music equipment associated with the Choir is in proper working order. Communicate with the Music Ministry Deacon regarding any music and equipment needs to obtain approval for purchase.

2. Leadership:

- A. Lead Choir in weekly Sunday worship. Can include but not limited to weekly Anthem, Prayer Response and Benediction. Includes leadership of the non Sunday Worship Experiences as planned by the Worship Planning Committee. Average worship time is seventy five minutes.
- B. Lead weekly choir rehearsals. Rehearsals are for thirty minutes prior to the Sunday Worship and another sixty minutes during the week. These longer weekly rehearsals currently occur immediately after the Sunday worship. If required due to schedule conflicts or quantity / difficulty of music there may be special rehearsals needed. Date and time for these extra practices will be coordinated with Choir and Instrumentalist to ensure maximum participation.
- C. Coach choir members individually or as a group regarding scheduled music to ensure a quality worship experience for the congregation.
- D. Coordinate rehearsals to include all voice, instrument, and bell participants at special times, if required.

- E. Find appropriate skilled substitutes to back up position when you are unable to attend worship. However, there is no more than one excused absence within a four month time frame. Any missed dates must be coordinated with Pastor, Instrumentalist and Music Ministry Deacon thirty days in advance.

QUALIFICATIONS:

A degree in music, music education or a related field is desirable but not required. If the Choir Director does not have a degree in a music-related field, he or she must have successful choir leadership experience. Must have comprehensive knowledge of a variety of church music and how it is used in worship. Need to be a team player and have ability to relate to others with good interpersonal skills. The choir director must exhibit musical knowledge, team building skills communication skills, coaching skills, and organizational abilities in completing the assigned tasks.

SALARY:

Salary details will be discussed at time of interview.

MISCELLANEOUS:

The Church is willing to help support any registration fees required for seminars or conferences that would benefit the Church's Choral Worship experience. Attendance that would require financial support or involve missed Choral leadership time must be coordinated with the Pastor and approved thirty days in advance of the event. Any expenditures for attendance at seminars and conferences must be approved in advance by the pastor and Music Ministry Deacon.

The Choir Director will participate in an annual performance review during the month of June. Participants will include the Pastor, Music Ministry Deacon, and a member of the Personnel Committee.

Last Revised: June 2011