

**Position Description for  
Choir Director**  
Wesley United Methodist Church

**Employment Term:** 12-month salaried part-time commensurate with experience. Leave eligible (see employment contract). Option to reduce to 10-month position (September – June) if desired, with proportional reduction in salary.

**Qualifications**

- Director should profess a personal relationship to Jesus Christ as Lord and be comfortable sharing his/her faith with others.
- Director should have a sense of calling and understanding of church music as a ministry.
- Director should demonstrate ability to communicate and lead effectively with persuasion and diplomacy with all age levels.

**Education and ministry experience should include:**

- Degree in church music, music education or equivalent with emphasis in choral conducting, voice, or piano/organ.
- Experience in directing and working with church or community choirs, with an understanding of choral techniques.
- Experience with and appreciation for various styles of church music and composers, both traditional and contemporary.
- Familiarity with United Methodist practices and beliefs is desired.

**Primary Ministry Tasks**

- Works with Pastor and Accompanist to plan music for weekly worship and special occasions.
- Directs and leads the Wesley Sanctuary Choir for worship leadership at the 10:00 AM Worship service.
- Provides music for special worship experiences (Ash Wednesday, Maundy Thursday, Good Friday, Easter, Church Conferences, Christmas Eve, etc.).
- Communicates regularly with Accompanist.
- Plans and coordinates occasional small ensembles, and arranges for guest musicians when needed.
- Desired: occasionally plays keyboard or another instrument for contemporary worship music.

**Additional Responsibilities**

- Provides input to Leadership Board concerning music ministries.
- Prepares an annual music ministry budget.
- Provides rehearsal/anthem schedules for the choir and Accompanist in advance.
- Plans for special music for the 10:00 AM worship during the summer (July and August).
- Secure music leadership during vacation.

- Maintains a music library that is appropriate and appealing to various choirs/teams and engages the congregation in their faith journey.

There is a 90-day probationary period. During this time, the Choir Director or Wesley Church may terminate the employment relationship simply by giving verbal notice. After probationary period, a 30-day written notice must be given by either party to terminate the relationship.

This job description in no way limits or restricts the duties or assignments to this position. The Choir Director should cooperate with the Pastor, the Leadership Board, and Wesley as a whole to provide ministry to the community and the congregation.

Reviewed: July 2025