

## Grace Presbyterian Church Job Description

**Our Vision:** Called to share God's grace.

<b>Job Title</b> Choir Director	<b>Reports To</b> Worship Coordinator/Pastor
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### **Summary:**

To enhance the music ministry of the church by leading the choirs during worship services and special events.

### **Responsibilities:**

- Consult with the Worship Coordinator regarding the theme of worship services or special programs and the selection of music to be presented.
- Participate in the Worship Committee meetings and act as a resource.
- Direct the choirs, organist, and any accompanists in weekly rehearsals and presentations of selected music.
- Direct the adult and children's choirs in anthems and closing benedictions every Sunday that each choir is scheduled to sing.
- Educate the choirs in performance techniques, appreciation of sacred music, and leadership/participation in worship.
- Recruit new members to the choirs to encourage growth and involvement in the church.
- Organize and maintain the choir's music, including ordering new music and administering the choir's budget.
- Communicate schedules and choral information to members of the choirs and the church office.
- Oversee the setup of musical components as needed.
- Responsible for equipment cleanup after use.
- Unlock church building before rehearsals and secure building after rehearsals are completed.
- Rehearse hymns for upcoming worship services and lead the congregation.
- Direct ecumenical choirs on a rotating basis.
- Other duties as assigned.

### **Qualifications:**

Experience with choral directing. Preference with religious choral directing. Communication and organizational skills.

### **Work Schedule:**

- Adult choir rehearsal season begins mid-August and runs through the second Sunday in May.
- Choir performance season begins the first Sunday after Labor Day and runs through the second Sunday in May.
- Hold practices with adult choir once during the week during the choir season, on Sunday morning when scheduled to sing, and other times as needed.
- Direct adult choir most Sundays starting the first Sunday after Labor Day through second Sunday in May when choirs are scheduled and additional special concerts/services (such

as Maundy Thursday, Good Friday, Easter, Music Appreciation Sunday in May, Red Kettle Concert in December, Christmas services, etc.).

- Rehearse with the children's choir during Sunday School from September through the second Sunday in May and other times as needed.
- Remain in attendance during entire service/concert when choirs are singing.

**Compensation:**

Annual salary, paid monthly.

No paid vacation, holidays, or sick leave.

**ADA:**

Must be physically able to move to direct the choir and accompanists.

**Revised:** 6/06, 2/10, 8/15, 5/16, 5/19