

Community Lutheran Church

Position Description: Choir Director

TITLE: Choir Director

REPORTS TO: Pastor and Worship & Music Committee

Duties:

1. Serve as Chancel Choir Director for worship services including special services (see list*), the rehearsals of the Chancel Choir, and coordinate recruitment and scheduling of vocal or instrumental soloists as part of Community Lutheran Church's (CLC) worship life (normally two worship services and one choir rehearsal weekly, when choir is meeting). The Choir Director will coordinate scheduling with the Directors of other music groups within the congregation (e.g., Bell Choir).
2. Coordinate with the organist/accompanist for rehearsal and performance of the choir and other solo or ensemble music.
3. Coordinate scheduling of cantors for all worship services.
4. As requested, assist pastor or worship team with the selection of hymns and other worship music which is appropriate to the worship theme and liturgical calendar.
5. Participate in occasional meetings of the Worship & Music Committee to facilitate worship planning.
6. Select music for the choir and provide the office with the title of anthems, solos, and other special music for the upcoming services in time to be included in bulletins.
7. Be responsible for the maintenance of the music library and the purchase of new selections as needed and within budget.
8. Help develop the annual budget for the parish music program as part of the Worship & Music Committee budget.
9. Encourage and empower ensemble members, and recruit new members.
10. In case of necessary absence, arrange for a competent substitute. In case of sudden illness or unforeseen emergency, notify the pastor, organist/accompanist, and church office as soon as possible.

Requirements and Qualifications:

1. Basic qualifications include:
 - Ability to direct and teach new music.
 - Ability to read music and have an understanding of basic music theory.
 - Familiarity with a wide range of music, sacred and secular, including classical, spiritual, and contemporary.
 - Understanding of Lutheran liturgical worship, including church calendar of seasons, and the lectionary.
2. Ability to interact with staff and parishioners in a personal and professional way. Flexibility in accommodating unanticipated changes in programming and schedules is needed. Flexibility in accommodating the potential growth of the music ministry.

3. Personal dedication to growth in skill and knowledge of her/his musical field. This would include regular practice and continuing education through reading, workshops, and conferences.
4. Enthusiastic willingness to work with people, serving the Lord through this ministry.
5. In all things, hold the mission of Christ and the ministry of CLC as the top priority.
6. Follow CLC personnel policies.

CLC will provide:

1. Use of church office equipment and secretarial assistance as needed to carry out the music program of the church, and office space.
2. Paid vacation and sick time. Pay will be commensurate with education and experience.

*Special Services – may include, but are not limited to, the following:

- Mid-Week Advent services
- Mid-week Lenten services
- Holy Week services
- Thanksgiving Eve
- Christmas Eve