**Choir Director and Coordinator of Special Music – Part Time**

**Job Description**

**St. Andrew Lutheran Church, Arvada, CO**

**Duties and Responsibilities**

1. Direct the Choir in one rehearsal per week to perform a choir anthem four Sundays a month at worship, September through May. In addition, prepare the choir for special services throughout the church year, such as Thanksgiving, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunday, as determined in collaboration with the pastor, organist, and congregational leaders.
2. Schedule and support soloists, small groups, and instrumentalists for performances of special music.
3. Prior to the beginning of summer, schedule special music for summer worship services in June, July, and August and provide support for the musicians providing music. Lead summer choir one Sunday per month during the summer.
4. Actively recruit new members to participate in choir, providing an atmosphere of musical learning, growth, and mutual care.
5. Collaborate with the pastor, church staff, and congregation leaders to accomplish planning tasks and provide for the music program, including collaborating on the selection of worship hymns and purchase of music and music supplies.
6. Keep current with Lutheran liturgical developments and hymnody.
7. The Choir Director is responsible to the pastor and will participate in staff evaluation as requested.

**Skills and Qualifications**

1. Bachelor’s degree in music.
2. Experience in choral conducting.
3. Knowledge of appropriate church music (classical, contemporary, folk, gospel, etc.) and the role of music in Lutheran worship.
4. Experience as a “team player” with an ability to communicate well with others.
5. Ability to create a supportive group environment.

**Salary**

* $500 - $600 per month, commensurate with experience.
* Two weeks paid vacation.

Revised May 2017