

POSITION DESCRIPTIONS OF STAFF

Revision Date: July, 2009; June 2014

MUSIC DIRECTOR

Main Purpose:

To lead the Chancel Choir in providing appropriate choral music during services of worship and special church events, and to coordinate the total music program. Part-time. Working hours flexible.

Main Responsibilities:

1. To select, prepare and present chancel choir music.
2. To act as resource person for the pastor, staff, and worship and music committee, assisting in the development of Christian worship and music needs of the congregation.
3. To schedule choirs, soloists and ensembles for the entire year for all worship services.
4. To serve as a musical resource, providing assistance to directors of other church choirs such as adult, youth, children, hand bells, etc.
5. To help the congregation develop its expressed interest in all kinds of music.
6. To supervise the organization and maintenance of the church's music library.
7. To supervise maintenance and inventory of church's musical instruments.
8. To provide for direction of chancel choir when not available.

Qualifications (Knowledge/Skills/Experience)

1. Music degree preferred.
2. Experience in choral directing preferred.
3. Choral, voice and instrumental training preferred.

Relationships:

The Director of Music relates to the Pastor (or Head of Staff) the Worship Committee, Chancel Choir members, Organist, and other directors in the performance of her/his responsibilities.

Accountability:

The Director of Music is accountable to the Pastor and Session through the Personnel Committee and/or Worship Committee.

Performance Review:

Conducted annually by the Pastor (or Head of Staff) and the Personnel Committee.

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Revision Date: July, 2009; June 2014

CHANCEL CHOIR DIRECTOR

Main Purpose:

Lead the Chancel Choir in providing appropriate choral music during services of worship and special church events.

Main Responsibilities:

1. Select, prepare and present Chancel Choir music.
2. Schedule the Chancel Choir, soloists and ensembles for worship services.
3. Act as a resource person for the Pastor(s), Staff, Organists, Directors of the HandBell Ensemble, Cherub Choir and Worship Committee, assisting in the development of a coordinated message in worship through music and the spoken word.
4. Supervise the organization and maintenance of the music library.
5. Provide for direction of the Chancel Choir when not available.
6. Actively encourage participation in the choir by members and friends of the congregation.

Qualifications:

1. Music degree preferred.
2. Experience in choral directing preferred.
3. Choral and voice training preferred.

Relationships:

The Chancel Choir Director relates to the Pastor (Head of Staff, if filled), the Worship Committee, Chancel Choir members, Organist, Director of Chancel Handbell Ringers, and other directors in the performance of her/his duties.

Accountability:

The Chancel Choir Director is accountable to the Pastor (or Head of Staff) and Session through the Personnel and Worship Committee.

Performance Review:

Conducted annually by the Pastor (or Head of Staff) and the Personnel Committee and/or the Worship Committee.

