

CHOIR DIRECTOR

PURPOSE: To lead the church vocal choir and bell choir in providing choral music during services of worship as adopted by the session.

ACCOUNTABILITY: To the session of the church by way of the pastor and the Human Resources Committee of the session.

SUPERVISOR: The pastor and, in his/her absence, the Human Resources Committee of the session.

RESPONSIBILITIES:

1. Shall consult with the pastor regarding the theme of each service of worship or special program, and submit to the church's secretary, at a designed time, appropriate information for any Order of Worship that is to be published and/or presented.
2. Shall provide the words of music for worship services to the church administrative assistant, at a designated time, to give the sign language interpreter adequate time to prepare.
3. Shall be alert to the needs of developing an experience of Christian worship as a significant part of worship, and act as a resource person to the pastor and Worship Team to meet this Christian Goal.
4. Shall rehearse and lead the Chancel Choir, bell choir (and any other assigned choirs, if appropriate) in presenting an anthem during the experiences of worship; exceptions to this may be made only through coordination with the pastor or, in his/her absence, the Human Resources. Such examples of exception might include (but not limited to) events such as the inclusion of youth or children's choirs during any approved worship service(s).
5. Shall rehearse weekly with the choirs.
6. Shall provide an anthem(s) for special services of worship or events during the year as directed by the pastor. Such services or events may include, but not be limited to: Easter sunrise, Ash Wednesday, Maundy Thursday, Thanksgiving Eve/Day, Christmas Eve/Day or nursing home(s) and hospitals, or any other occasions established by the session.
7. Shall respond favorably when schedule allows to any request for special considerations which may entail providing funeral music (solo, duet, ensemble, choir or the like) or for weddings.
8. Shall coordinate any leave absences with the pastor or, in his/her absence, with the Human Resources Committee, and assume primary responsibility for obtaining the services of a competent substitute.
9. **Shall be responsible for the maintenance of the choral and bell music library and updating the database of choral and bell music.**
10. **Shall consult with the pastor in the purchase of new music, displaying responsible stewardship of budget funds for the purchase of music and other music related expenses.**
11. Other responsibilities shall include:
 - a. working with and relating very closely to the Church Organist, keeping her/him informed of scheduled music and rehearsal.
 - b. serve as cooperative, supportive and active member of the church's staff.
 - c. training of the choir(s) in choral techniques, appreciation of sacred/liturgical music and its responsibilities and opportunities in the participation and leadership of Christian worship experiences.

- d. develop a plan for and the supervision of the recruitment of new choir members, and participate in the encouragement of the development of choirs such as chancel, youth and children.
- e. develop and supervise a plan for the cleaning and care of the vocal choir(s) robes, and the care and cleaning of the bells.
- f. audition and assign solos, or special group(s) when required.
- g. promote good relationships within these responsibilities and to attend to other related duties as may be assigned.

RELATIONSHIPS:

1. Shall serve as a member of the Worship Team.
2. Shall attend and actively participate in all church staff meetings to which an invitation is extended.
3. Shall communicate very closely with the Christian Stewardship Committee of the session with respect to budget needs for church music, robes, and other related items.

TERMS:

1. Employment is based on an annual evaluation and performance review conducted by the pastor and/or the Human Resources Committee of the session.
2. Salary and remuneration considerations shall be negotiated with the Human Resources Committee of the session based on a calendar, fiscal year.
3. The employer/employee will participate in appropriate FICA Regulations.
4. Job related injury(ies) shall be covered under the Workmen's Compensation Plan.
5. For leaves of absence data refer to the Personnel Guidelines.
6. It is assumed that this position will require approximately an average of 6-8 hours each week for satisfactory performance. Any overtime consideration, should that be required, shall be negotiated with the pastor and/or the Human Resources Committee of the session.

TERMINATION: The employment relationship may be terminated by either party with a 30-day written notification.

(Revised and adopted in full by Session, 12-11-2011.)