

FIRST UNITED METHODIST CHURCH

JOB DESCRIPTION

POSITION TITLE: Chancel Choir Director

REPORTS TO: Worship Leader

SUPERVISES: Volunteers

PART-TIME: Non-Exempt

PURPOSE OF POSITION:

To provide music leadership and coordination for the purpose of making and growing disciples of Jesus Christ in worship environments.

ESSENTIAL FUNCTIONS:

Direct the Chancel Choir at worship regularly scheduled on Sunday and select appropriate music for each service. The choir will perform three times per month during the academic year (mid-August through early May).

Provide music at one or more of the following additional services during the year; Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and other special worship opportunities.

Actively and frequently recruit people to sing in the Chancel Choir and other special music ensembles.

Cooperate with the pastor and staff in the general planning and leadership of the music ministry including the implementation of a music schedule for all musicians.

Assist in the scheduling of other special music in worship.

Be responsible for the selection of all necessary music and supplies.

Maintain and keep up-to-date the music library as well as the music rehearsal room.

Report to the Worship Leader the condition and needs for the maintenance of the church-owned musical instruments other than organ and pianos. The church shall provide funds for the proper care of these instruments.

Be responsible for implementing policies regarding the use of the church's musical instruments.

Attend Music Staff meetings as required.

Communicate with the Sound Team in the arrangement of sound checks and requirements.

Manages the appropriate choir budget/funds.

Supports the evangelism strategy of First Church by actively engaging in reaching out to new people in order to invite them to take a next step in their journey as disciples of Jesus Christ.

Regular, dependable, and in-person attendance.

MARGINAL FUNCTIONS:

Perform other duties as directed.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS:

Must be proficient in directing vocal choirs.

Knowledge of music theory.

Knowledge of a variety of music styles; traditional choral anthems, gospels, etc.

Knowledge in the operation and care of a variety of musical instruments and equipment.

Ability to understand and follow both oral and written instructions.

Ability to be a leader.

Ability to establish and maintain effective working relationships with choir members, church staff, volunteers, congregation members, and the general public.

Ability to conduct oneself in a Christian manner in performing the tasks of this position.

Skill in working with individuals to achieve a “teamwork” work environment.

ESSENTIAL EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

Five (5) years of experience as a choir director and/or training in the vocal music field is required.

The five (5) years experience may be waived by education in music field.

Current Safe Gatherings Certificate.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed indoors and requires routine bending, lifting, and carrying of musical and other supplies.

The following signatures indicate that on the date specified a copy of the incumbent’s job description was reviewed, understood and accepted by the incumbent. A copy of the job description will be kept in the incumbent’s personnel file.

_____	_____	_____	_____
Incumbent	Date	Supervisor	Date

Chancel Choir Director

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05/21/2018