

## **North Creek Presbyterian Church Job Position Description**

**Job Title:** Choir Director

**Reports to:** Director of Music Ministry

**Accountable to:** Session

**Job Description:** Prepare and direct the choir in singing anthems during worship services and other events

**Faith and Calling:** Has a personal faith in Jesus Christ, conducts oneself in a manner consistent with Scripture, and feels called by God to serve in the music ministry of this church

**Qualifications:**

- Degree in music, as well as experience in choral conducting
- Knowledge of sacred choral music
- Ability to supervise choir accompanist
- Self-motivated; able to plan and execute efficient use of time, especially for rehearsals
- Minimal keyboard skills
- Music interpretive skills
- Communication skills: oral, written, and some computer

**Responsibilities/Expectations:**

- Develop a practical calendar for the choir year with approval from Director of Music Ministry
- Select music for choir that supports the theme of each worship service
- Conduct a variety of anthems including traditional and contemporary
- Encourage interested singers to join the choir
- Conduct choir in rehearsals and performances
- Manage the choir library
- When not able to be present, arrange for substitute, with approval of Director of Music Ministry
- Communicate through Planning Center by a pre-arranged time before each Sunday that the choir is scheduled to sing. Details should include anthem information, visual and media support and logistical notes.
- Attend and participate in Worship & Arts Team meetings

**Work Schedule:**

25 weeks, between Labor Day and Memorial Day weekend services. Rehearsals weekly except at choir director's discretion. Special music programs at services, including, but not limited to, Easter morning, Christmas Eve, plus other special music events.

**Compensation:**

Part-time, exempt (salaried)