

**Grace Lutheran Church
Choir Director
Job Description**

Job Classification

Nonexempt - Part Time

To Apply: Email cover letter and resume to music@gracelutheranwc.org

Reports to: Worship & Music Team Leader

JOB DESCRIPTION

Summary/objective:

The choir director shall ensure that the choral ministry of the church supports Grace's mission: To make disciples of Jesus Christ, baptizing them in the name of the Father, Son, and Holy Spirit. (Mt. 28:19-20).

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The choir director will:

1. Collaborate with all members of the Worship and Music team, church staff, and participants in the music program in accordance with the mission, vision, and values of the church.
2. Prepare the choir to sing choral anthems during worship a minimum of two Sundays per month during choir season.
3. Conduct the choir during rehearsals and performances.
4. Schedule soloists, instrumentalists, and vocal ensembles for the Sundays which the choir is not scheduled to perform.
5. Ensure that choral, solo, and ensemble music performed in worship services is relevant to sermon texts and themes.
6. Convey a schedule of these vocal music selections to the Pastor and Worship & Music team no later than the beginning of the previous quarter, pending sufficient notice of the sermon texts and themes.
7. Participate in all worship and music ministry team meetings unless prior arrangements to be excused have been made with the team leader.
8. Utilize Grace Lutheran's organist/pianist to accompany the choir, ensembles, and soloists, unless prior arrangements have been coordinated with the team leader.
9. Participate in the Worship & Music team annual budget process.
10. In accordance with the Worship & Music team annual budget, be responsible for the purchase of choral music, and the orderly maintenance of the music library.
11. Publish choir rehearsal and performance schedule no less than one quarter in advance.
12. Conduct the choir as needed during funerals and other special services (e.g. cantatas).
13. Execute responsibilities described in the Worship & Music Team Continuity of Service Plan.
14. Submit time sheets by the end of the pay period.
15. Communicate information necessary for the effective functioning of the choir to choir members on a regular basis.
16. Other duties as necessary as assigned by the team leader and/or pastor.

Competencies:

1. Be an active follower of Christ.
2. Work independently and collaboratively with volunteers and other church staff.
3. Demonstrate professionalism and maturity in Christian discipleship in all communication with church members and staff.

Supervisory responsibilities

Superintend Accompanist during rehearsals and performances.

Work environment

The job is performed on the premises of Grace Lutheran Church.

Physical demands

Commensurate with essential job functions.

Travel required

NA

Education and experience

1. Must be at least 18 years of age.
2. Previous choral program administration experience preferred.
3. Bachelor's Degree (or above) in Music preferred.
4. Previous choral conducting experience preferred.

Additional eligibility requirements

- Both pre- and post-hire background check and drug testing

Hours and Compensation

Estimated maximum of 8 hours / week

Competitive salary commensurate with experience.

Approved by council: 05/20/2024