

## **Job Description:**

## **Chancel Choir Director**

### Background Information

Reports to: Pastoral Staff

Direction from: Music Committee

### **Job Summary**

The Chancel Choir Director's role is to rehearse and direct the Chancel Choir for active participation and leadership in scheduled Sunday worship services and others as required. The Chancel Choir sings at Sunday worship services (except for the summer months and those Sundays as agreed upon in collaboration with the co-pastors and Music Ministry Program Coordinator) as well as special services during the course of the church year and life of the congregation (specifically Ash Wednesday, Holy Week, Thanksgiving, Christmas Eve/Day). The Chancel Choir Director receives guidance and support from the Music Committee. The Director recruits choir members and other musicians to enhance the worship life of the congregation as appropriate to the overall theme of worship.

### **Responsibilities**

1. Select all music to be sung by the Chancel Choir, ensuring that it is appropriate to the scripture texts of the day (Revised Common Lectionary) and/or theme of the service. Music selections will be made in collaboration with the pastoral staff and Music Ministry Program Coordinator for worship planning and given to the Organist and/or accompanist well in advance of rehearsal and performance by the choir.
2. Choral anthems should be sung at weekly Sunday worship services unless other choirs, soloists, or other arrangements have been made in collaboration with the pastoral staff and Music Ministry Program Coordinator (with the exception of the summer months), as well as at the special services referenced in the job summary above.
3. Responsible for the choir's appearance, sound, and delivery.
4. Conduct weekly rehearsals and at additional times as identified by special needs. Conduct choir during services and make arrangements for replacement Director when absent.
5. In collaboration with the Music Coordinator and pastoral staff, arrange for vocalists, accompanists, or instrumentalists for worship services and special programs, utilizing congregational musicians as appropriate.
6. Work with the pastors, Music Coordinator, and Music Committee to introduce new music, songs, and hymns to the congregation as appropriate.
7. Recruit and welcome new choir members and musicians.
8. Purchase music and music supplies under the budgetary supervision of the Music Committee.
9. Act as a resource for the pastoral staff and others in music and education in the church.
10. Attend Music Committee meetings to facilitate communication and planning, and communicate on an ongoing basis with the Music Ministry Program Coordinator, pastors and other music staff.

## **Qualifications/Basic Job Requirements**

- Confessing Christian and active participant in the Christian life and worship of the church; possess a theologically-grounded understanding of Christian worship and the role of music in that worship
- Perform the duties of the position in a cordial and collaborative manner with all church staff, the congregation and the choir
- Possess a minimum of a Bachelor of Arts in Music (Masters preferred) with thorough knowledge of good vocal technique and ensemble sound. Demonstrate excellence as a choral conductor.
- Possess a minimum of three years' choral directing experience
- Display an appreciation of Covenant heritage, mainstream sacred music and hymnody, and worship music
- Possess good interpersonal skills, ability to work with a team, and the ability to motivate and inspire. Cultivates the spiritual life and growth of the choir and other musical groups when opportunities are presented
- Continually work on self-development by attending workshops, seminars and conferences as able

### Hours

This is a part time salaried position and as such is considered an exempt position. The compensation and duties for this position are based on an average of 10-12 hours per week.