

**FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION
MINISTRY: CHANCEL CHOIR DIRECTOR**

PURPOSE OF MINISTRY:

To provide leadership to the Chancel Choir, to minister through choral music at the 11:00 a.m. worship service each Sunday during the school year, and to provide special music ministries throughout the year.

RESPONSIBLE TO:

The Chancel Choir Director is responsible to the Pastor as Head of Staff. The Chancel Choir Director also interacts with the Elder in charge of the Worship and Music Team and the members of the committee.

MINISTRY DESCRIPTION:

- Direct the Chancel Choir and the accompanist (Organist or Pianist) for the 11:00 a.m. worship service each Sunday morning during the school year.
- Conduct rehearsal of the Chancel Choir each Wednesday evening.
- Attend the "Service Preparation Meetings" along with the other music staff members and the pastors.
- Maintain and catalog a choral music library. Repair the contents when needed.
- Recruit and train choir members; schedule choir workshops.
- Arrange for musicians for worship services throughout the year (including Christmas, Easter, etc.)
- Arrange for special music for the 10:30 a.m. worship service during the summer months.
- Organize and conduct rehearsals for special music ministries and events (e.g., Messiah Sing Along, Palm Sunday Cantata, or another Lenten Musical Piece) throughout the year.
- Obtain a substitute Choir Director when unable to be present.
- Other duties as required in the music ministry area to enhance worship and the full music ministry at First Presbyterian Church

SKILLS:

A degree in music is preferred. Music performance experience along with choral and instrumental conducting experience are required. Must have skills to maintain positive working relationships with church staff and volunteers.

TIME COMMITMENT:

- Wednesday evenings for rehearsals from 7:30 to 9:00 p.m.
- Sunday Mornings from 10:00 a.m. to 12:00 p.m.
- Time as required for score preparation, for working in the music library, for recruiting and training choir members, and for organizing and rehearsing special music ministries and presentations.
- Attend staff, worship team, and Worship and Music Team meetings.

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COMPENSATION/BENEFITS:

Compensation for this position is established annually by the Session in the budget presented to the congregation and will be paid monthly in equal amounts over a 12-month period. The Choir Director is permitted to have a substitute four times during the year without loss of compensation. All additional times, when a substitute is used, the substitute Choir Director shall be compensated from the Choir Director's salary. There are no additional benefits for this position.

EVALUATIONS:

A Self-Assessment of performance will be provided to the Head of Staff annually, generally in May. The Head of Staff and members of the Session Personnel Committee will conduct a performance appraisal annually, usually in September and provide feedback to the Session.