

EMMANUEL LUTHERAN CHURCH
JOB DESCRIPTION
APPROVED
November 14, 2023

TITLE: *Choir Director*

This maybe a Volunteer, or a Contract position that assists the Worship Committee and Pastor in fulfilling worship responsibilities by providing choir music as requested.

REPORTS TO: Congregational Council/Pastor/Worship Committee

QUALIFICATIONS:

1. Should hold a degree in music or have demonstrated proficiency as a choir director.
2. Have knowledge of Worship services and liturgies.
3. Have demonstrated ability to work with a variety of individuals, including the ability to cooperate with other church staff members.
4. Have the ability to clearly direct choir personnel and give instructions in a way that enhances the music program.
5. Exhibit a high level of organizational and management skill to plan rehearsals to provide for a high quality choir performance.
6. Have the ability to search for and structure musical selections.
7. Demonstrate strong leadership skills.
8. Ability to lead productive rehearsals and motivate participants.

RESPONSIBILITIES:

1. In conjunction with the Pastor and Worship Committee review, select and schedule music to be used by the Choir.
2. Work with the Worship Committee, Worship Music Coordinator, organist, other congregational musicians, and the Pastor in developing meaningful music, liturgies, and music education for the congregation.
3. After consulting with the Worship Committee and Pastor, select and recommend the purchase of new music as needed within the budgeted funds available.
4. Direct and rehearse the Choir for special services held throughout the year as directed by the Pastor or Worship Committee.
5. Arrange for a replacement Choir Director when you will be absent for rehearsal or choir performances.
6. Promote and encourage members of the congregation to join in the Choir and maintain choir membership records
7. Maintain an inventory of choir music and develop a filing system for choir music.
8. Develop choir folders and provide choir members with copies of music for rehearsals and performances.
9. Performs position responsibilities as revised/deleted or added and directed by the Congregation Council or Pastor.

Revised: November 2023
