



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>CHANCEL CHOIR DIRECTOR</b>
<b>REPORTS TO:</b>	Pastor, Worship Elder
<b>CLASSIFICATION:</b>	Non-Exempt - Ministerial

**UPDATED:** October 2023

### POSITION SUMMARY:

The Chancel Choir Director enriches the congregation's worship experience with musical selections that support the sermon and the theme of special worship services. The Chancel Choir is open to all members and visitors at St. Mark.

### ESSENTIAL RESPONSIBILITIES:

- Uses the church calendar, information from staff meetings and input from Worship committee to plan theme appropriate music throughout the year.
- Is proactive in maintaining a library of worship music which the Director and Pastor can choose from to underscore weekly sermons.
- Assures final music sections will fit within the allotted time, making modifications as necessary.
- Recruits and welcomes volunteers of varied levels of musical and singing ability to participate in the Chancel Choir.
- Determines rehearsal schedules necessary to achieve performance-ready state for the choir.
- Plans, prepares choir materials and conducts rehearsals to bring out the best performance each is capable of.
- Assures piano and organ accompaniment meets standards for each week's performance.
- Assures weekly and special service bulletins contain lyrics for congregation participation.
- Assures music licenses remain current and submits required reports to music licensing companies.
- Plans annual music budget which is submitted to the Worship Elder to provide for licenses, new music, equipment repairs, new equipment, and continuing education as appropriate. Manages within the budget approved by Session. Staff musicians are budgeted by the Personnel Committee.

**SECONDARY RESPONSIBILITIES:**

- On an ongoing basis, purges and organizes music to maintain a library of traditional music.
- Respond to requests for Choir participation in non-worship services such as funerals, memorial services, church retreats, etc.
- Assist in the recruitment and interview of pianist and organist as the need arises.
- Works with the Worship Elder and Property Elder to secure appropriate rehearsal, performance and storage space.
- Responsible for maintaining an adequate number of choir robes in good condition.

**SELF-SUPERVISE:**

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Modify music to accommodate the skills and voice range of choir.
- Manages musical performance to the time allotted in the worship or special service.
- Singing voice with a range to supplement choir performance.
- Skillful piano player.
- Sight reads music.

**COMMITMENT:**

- Dependable attendance and punctuality.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase the effectiveness of job performance.
- Maintains records and documents processes as appropriate for position continuity.
- Participates in opportunities to further the ministry of St. Mark.

**TIME REQUIREMENT:**

- Non-Exempt with estimated work time of 20 hours per week.
- Performance outside of regular job responsibilities such as a funeral or retreat will receive separate compensation as agreed upon with the Pastor and Personnel Elder.

**WORK ENVIRONMENT:** This position operates in a professional church office environment, often rehearsing in the Sanctuary. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Educational background in music
- Minimum 2 years experience leading worship choirs and musicians, including organists.

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**PERFORMANCE REVIEW:**

The Chancel Choir Director will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Worship Elder, will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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PERSONNEL COMMITTEE

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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SIGNATURE OF CHANCEL CHOIR DIRECTOR

DATE

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Elder Approval