



Adult Choir Director • POSITION DESCRIPTION

FiNAL DRAFT Approved & Revised 4/18/2023

Our Mission: We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

Job Title: Adult Choir Director

Job Status: Part-time: 10 hours per week (*hours to be assessed by Senior Pastor*)

Purpose: To rehearse, train, recruit for, and direct the adult choir, which is an important part of our worship services.

Skills & Qualifications:

1. Has experience and formal training directing a choir.
2. Has vocal skills, as well as vocal teaching skills.
3. Prefer keyboard skills.
4. Has experience in music selection for worship and knowledge of sacred choral music.
5. Has good organization skills and the ability to work positively and supportively with volunteer musicians, church staff, and church members.
6. Would like a person who is seeking to grow in discipleship, has a love of Jesus Christ as Lord and Savior, and who is seeking to live a life commensurate with this faith

Responsibilities:

1. Select and coordinate the music of the adult choir for services where choir is involved.
2. Work with the Senior Pastor in coordinating plans for Sunday worship.
3. Direct the adult choir at Sunday services and rehearse them in preparation for Sunday mornings.
4. Ensure that the adult choir will sing for two Sunday's each month (one time in January). The adult choir will be asked to sing at special services which include, but are not limited to, community-wide ecumenical services, Christmas Eve, Easter, etc.
5. Communicate as needed with the Worship and Music Elder to be part of the direction of the church music and worship planning, and to keep the Worship and Music Elder informed of developments in the choir program.
6. Act as an ambassador for the adult choir program in and throughout the life of the congregation.
7. Recruit new adult choir members.
8. Purchase and organize the adult choir music and maintain the adult choir music library.
9. Work in rehearsals to bring biblical meaning through music.
10. Work to bring rehearsals to a level of "fellowship group" status.

11. Equip and support others to discover and use their own gifts in ministry.
12. Provide for a substitute Choir Director as needed.
13. Collaborate and communicate with the Music & Worship Coordinator and Joyful Noise (instrumental ensemble) director to develop the choir schedule from Labor Day through Memorial Day.
14. Meet with the Senior Pastor and Worship & Music Coordinator on a monthly basis
15. Attend FPC staff meetings

Accountability:

This position reports to the Senior Pastor and the Session through the Personnel Elder, and communicates and coordinates with the Senior Pastor for all worship service related issues.

Evaluation:

Performance reviews will be conducted by the Senior Pastor; also meets annually with Personnel Ministry Team, which acts as sounding board and addresses employee's concerns. Reviewers will evaluate and set goals annually.

Terms:

Employment will be on a probationary basis for the first six months, after which the Session will review performance and may vote to upgrade to "regular" staff member status. This is a part-time position with wage and benefits to be determined prior to employment.

Approved by Session: _____ Date: _____
Clerk of Session

Accepted by Employee: _____ Date: _____