

**JOB DESCRIPTION
CHANCEL CHOIR DIRECTOR
GRINNELL UNITED METHODIST CHURCH**

OBJECTIVE:

1. To recruit Chancel Choir members.
2. To direct and coordinate practices and performances for the choir.
3. To obtain appropriate music for regular and special worship services.
4. To work cooperatively with the Music Committee/accompanists/ pastor(s).

JOB REQUIREMENTS:

1. Must be able to select and read choral music.
2. Must be able to direct a choir of members with different levels of singing and choir experience.
3. Must be able to organize practices and performances.
4. Must have cooperative spirit with pastor(s)/Music Committee/etc. to meet the adult choir needs of the church.
5. Previous experience with church choirs highly recommended.
6. Music degree not required.

REPORTING OFFICIAL: Reports to pastor(s). Selection of director will be by Staff-Parish Relations Committee and pastor(s).

SALARY: Recommended each year by Staff-Parish Relations Committee and pastor(s) to the Finance Committee and approved by the Administrative Council.

RESPONSIBILITIES:

1. Recruit adult choir members from the congregation to assure the Chancel Choir is maintained at a level consistent with the desires of the Music and Worship Committees/pastor(s).
2. Be familiar with music in church file and maintain an orderly file of music in the church.
3. Select and order a variety of choir music appropriate for regular and special worship services, and when appropriate, approved by the Music Committee. Purchase of music to be coordinated through the church secretary.
4. Schedule weekly choir practice August through May of each year and perform at least 2 (two) Sunday performances each month September through May each year. Schedule additional rehearsals when needed for special music events during the liturgical year. The director will determine when the choir is ready for performance.
5. Coordinate performances with other music directors and through the Music Committee/pastor(s). Be flexible to when the choir performs in the worship order.
6. Assure choir robes are worn correctly and well maintained and are stored in the robe closets in the church. Repair and cleaning concerns and the need for replacement should be directed to the pastor(s).
7. Stay within the budget allowance for music purchases. For any other purchases consult the pastor(s).
8. Attend Music Committee meetings and other meetings that are required by the Music Committee.
9. Maintain working relationships with piano/organ accompanist(s) and other music directors.
10. Contact pastor(s) if illness or other periods of time that require absence from practices or performances.

revised October 26, 2017