

# ST. PAUL'S UNITED METHODIST CHURCH

## CHANCEL CHOIR DIRECTOR

### JOB DESCRIPTION

#### GENERAL OVERVIEW

The purpose of St. Paul's UMC includes extending the love of Christ through spiritual growth, opportunities for meaningful service, all with a foundation of worship to sustain and enrich our faith. The music ministry at St. Paul's is involved in all three aspects of our purpose. The focus of such ministry shall be encouraging excellence in musical worship, growth in faith and supportive fellowship.

The position of **Chancel Choir Director** focuses on the music and fellowship of the Chancel Choir.

#### ACCOUNTABILITY AND RESPONSIBILITIES

**Chancel Choir Director** shall work with and be responsible to the Senior Pastor. He or she shall work in cooperation with the other music directors of the church. The **Chancel Choir Director** shall be accountable to the Staff-Parish Relations Committee with respect to hiring and firing, annual performance review (through the Senior Pastor), and salary level. He or she shall have the right to consult with the Staff-Parish Relations Committee directly upon request.

#### DUTIES

- Direct the adult choir on Sunday mornings (September through first week of June) and for other special worship events (usually one of the Christmas Eve services and Maundy Thursday).
- Plan and lead weekly rehearsals during the regular choir season
- Select and plan special music, to the extent possible, in coordination with the worship themes of the morning and/or the season of the Christian year
- Provide information regarding anthems and special music in a timely manner for the church secretary to prepare the bulletin
- Select new music and oversee the music library of the Chancel Choir according to budget resources
- Procure instrumentalists when needed for various choir presentations according to budget resources
- Represent the music ministry as a staff member of the Committee on Worship, attending the meetings whenever possible.
- Represent the music ministry in attendance at staff meetings and in preparation of the worship services.
- Present annual budget requests to the committee on worship for music ministries

#### REMUNERATION

Salary shall be established by Charge Conference and reviewed annually by the Staff-Parish Relations Committee. Compensation for continuing education shall be made available when requested according to the budgetary resources.

#### TERMINATION

This relation may be terminated by either party according to the procedures and policies of the staff employment policy, addendum on termination of employment adopted in 2001.

