**Job Description**

**Job Title: Choir Director/Accompanist**

**Reports to:** **Pastor**

**General Summary:**  To develop and lead a dynamic music ministry that is based in the Spirit and enhances our time of worship as well as other church events.

**Primary Responsibilities:**

* Actively recruit choir members
* Preview and identify suitable music for the adult choir
* In conjunction with pastor, select hymns, call to worship, and anthem for Sunday worship; provide information for bulletin preparation in a timely fashion
* Research music from various vendors, place orders, and coordinate Copyright licenses
* Manage annual music budget
* Conduct weekly adult choir rehearsals
* Conduct special weekend adult choir rehearsals in preparation for Christmas and Easter (generally 4 or 5 special rehearsals each) and other occasions as needed.
* Arrange for pianist at rehearsals and worship services when director is unavailable
* Direct choir and music for Sunday Worship service
* Arrive prior to start of Worship service to assist with choir warm-ups
* Provide Prelude, Gloria Patrai, Offertory, Doxology, and Benediction/Postlude music
* Follow the Safe Sanctuary protocol in accordance with the Church Safe Sanctuary Policy.

**Other Functions:**

* Coordinate and oversee musical support for Vacation Bible School, Children’s Choir, Youth Choir, and other ancillary musical activities of the church
* Participate as an active member of the Worship Committee
* Coordinate scheduling of soloists, ensembles, instrumentalists and guest musicians as appropriate
* Ensure sound system is adequate and functional; work with volunteers as needed
* Rewrite and/or re-arrange music as needed to suit the current adult choir
* Distribute and file music
* Coordinate adult choir ministry opportunities in the community
* Encourage Christian fellowship within the adult choir

The above statements are intended to describe the general nature and level of the work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities associated with it.

**Minimum Qualifications:**

* Bachelor’s degree in music or related field plus 2 years related experience OR equivalent experience in choral direction
* A deeply committed Christian faith, genuine spirituality, humble servant spirit
* Proven track record in growing a music ministry
* Excellent people skills with an ability to inspire volunteer choir members
* Willingness to work as part of a team, supporting/encouraging other staff and volunteers
* Musical talent, pianist and directing skills, in particular