

Pleasant Hill Church
Job Description: Choir Director
Part Time Position

POSITION DESCRIPTION: The Choir Director is responsible for conducting practice with the church choir and directing the church choir during services. The Choir Director is directly responsible to the Pastor.

ESSENTIAL FUNCTIONS:

- Select and provide suitable music for worship services and coordinate music selections with the pastor to select offerings that are compatible with the type of service, sermon topic, and season of the church year.
- Conduct the chancel choir, including evening practices as necessary to provide meaningful, worshipful music which complements the worship service.
- Encourage and explore how to incorporate children of all ages to participate in musical ministries.
- Utilize the varied musical skills and abilities of the congregation and the choir.
- Represent the music staff at various church staff meetings, Church Council meetings, and Worship Committee meetings.
- Communicate needs and concerns related to the music program to the Worship Committee, Staff Parish Relations Committee, and Pastor as appropriate.
- The Choir Director must be informed of all concert programs including those given by our church musicians, as well as those given by outside performing groups or artists.
- Prepare and oversee the budget of the music department, keeping the Staff Parish Relations Committee and the Pastor informed of the financial status and salary needs of the music department.
- Supervise the pianist and the other music staff members, providing feedback to the Pastor, Staff Parish Relations Committee on job performance and music related duties.
- Provide proper custody and maintenance of the property of the music program, including but not limited to music equipment, choral robes, and music.
- Maintain control of church facility keys and ensure facilities are secured following scheduled and special music program practice sessions at church.

- Perform other related duties as required by the Pastor to carry out the music program of the church.

PERFORMANCE REQUIREMENTS:

- Demonstrates an understanding of job tasks.
- Demonstrates good communication and human relations skills.
- Demonstrates the ability to follow oral and written directions.
- Demonstrates good work habits including punctual and regular attendance and efficient use of time.
- Demonstrates professionalism by working cooperatively with other staff members and complying with supervisory directions.

EVALUATIONS:

Performance will be evaluated at least annually by the Staff Parish Relations Committee.

SALARY AND ADDITIONAL PAY:

The Choir Director's salary shall be established by the Staff Parish Relations Committee and approved by the Church Council. Pay is based on a set amount per worship service and per rehearsal. The Choir Director will submit a monthly time card to the Church Treasurer by the first of each month for the previous month. A check will be issued and mailed by the 10th of each month.

PAID VACATION:

None

TERMINATION:

The Choir Director shall provide a minimum two-week notice to the Pastor and/or Staff Parish Relations Committee before terminating employment with the church.

HOURS:

The Choir Director's hours may vary each week and he or she will coordinate a weekly schedule with the Pastor.

Original published February 2019