

Bethel United Methodist Church
Choir Director Job Description

Hours: Sunday worship, special events and practice hours.

Purpose of Position: The Choir Director is responsible for overseeing the choir music ministry for our church. The Choir Director reports to the Music Director or the designee of the Music Director.

Qualifications:

1. A Bachelor's or Master's degree in Music is desirable, but not required.
2. Minimum of two years experience as a Choir Director.
3. Must exhibit a high level of professionalism and proficiency in all kinds of music or performance.
4. Willingness to explore different forms of music for use in the worship service.
5. Must have strong organizational skills.
6. Have excellent verbal, written and interpersonal communication ability with strong emphasis on listening and problem solving.
7. Ability to work cooperatively within the church staff as well as with members of other teams and committees to meet goals.

Job Duties include, but are not limited to:

1. Direct the adult choir on Sunday mornings and other special worship events.
2. Plan and lead choir rehearsals.
3. Select and plan special music, to the extent possible, in coordination with the Pastor, worship themes of the morning and/or the season of the Christian year.
4. Provide information regarding anthems and special music in a timely manner for the church administrative assistant to prepare the bulletin.
5. Select new music and oversee the music library of the Chancel Choir according to budget resources.
6. Procure instrumentalists when needed for various choir presentations according to budget resources.
7. Represent the music ministry in attendance at scheduled staff meetings and in preparation of the worship services.
8. Maintain control of church facility keys and ensuring facilities are secured following scheduled and special music program practice sessions at church.
9. Perform other related duties as required by the pastor to carry out the music program of the church.
10. As an employee and representative of our church, maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace.
11. Follow the Active Child, Youth, and Vulnerable Adult Protection Policy.