

ST. PAUL UNITED CHURCH OF CHRIST

122 West Michigan Avenue

Saline, Michigan 48176

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Phone 734-429-7716

CHOIR DIRECTOR JOB DESCRIPTION

General Skills:

Basic musical skills including:

- Degree in Music: Bachelors, Masters preferred
- Experience directing choral music
- Understanding of music as an integral part of the worship services
- Understanding of a wide range of musical styles and repertoire suitable for the needs of the church
- Ability to select the most appropriate repertoire for the choir(s)
- Ability to keep confidentiality
- Ability to communicate effectively
- Ability to work proficiently with minimal supervision
- Ability to be a “team player”

Duties:

- To create and enhance the musical experience of the congregation
- Work with the Pastor and Organist to select and integrate the music in the worship experience.
- Present music programs to aid in the mission of the church.
- Conduct rehearsals to ensure adequate preparation and quality music presentations.
- Recruit choir members, encourage church members to utilize their gifts and talents.
- Work with the pastor in arranging special music to be presented during the worship service periodically.
- Coordinate with the Pastor and Organist the summer music for each Sunday in July and August.
- Seek opportunities outside the congregation to take the mission of the church to the community at large, participate in special services, programs and festivals.
- Is a member of the Worship/Music Team.
- Maintain the music library.
- Direct the various choirs of the church and assist in coordinating music for the Sunday School program.

Wages/Salary and Hours:

This is a part-time position of up to six hours per week. All employees are paid a salary commensurate with their experience, ability and job responsibilities. Salary range is \$3,500 to \$5,000 for ten months of work, July and August are off. Increases in salary are given based on job performance, value to the Church, and the Church's financial position. Consideration is given to promptness, attitude and job performance and personal development. The Church budget process handles salary changes.

Documentation:

The employee must provide the appropriate documentation to demonstrate work eligibility where applicable: 1) When under age eighteen (18) years of age; 2) If not an American citizen; or 3) If work hours are limited by an existing agreement.

Supervision:

The Pastor and the Chairperson of Worship/Music Team will provide supervision, with input of the Church Council as necessary. The Parish Staff Relations Committee provides support and coordination.

Evaluation:

The Parish Staff Relations Committee will participate in at least one performance evaluation annually. This evaluation provides feedback to the employee and offers them an opportunity to provide their input. The summary of this evaluation may lead to recommendations to the Church Council.

Confidentiality:

Employees of the Church have access to confidential information. It is mandatory that all information acquired at work remains strictly confidential. Confidential information regarding the Church or its business shall not be discussed with family, friends, or other employees of the Church, with the exception of the Pastor. Any violation of this standard of confidentiality may result in immediate termination of employment.

Employment Policies:

All conditions of employment and work expectations are provided in the Employee Handbook. A copy is provided at the time of employment, but may be reviewed by candidates for employment at the time of their interview.