

Choir Director Job Description

First Presbyterian Church, El Campo

OVERVIEW:

The Choir Director conducts the adult choir for weeknight rehearsals, Sunday services, as well as extra rehearsals and performances for Maundy Thursday services, Christmas Eve services and other rehearsals for performances as assigned. The Choir Director plans, selects, and purchases appropriate music for the adult choir with sufficient time to allow for adequate rehearsals.

ACCOUNTABILITY:

The Pastor serves as supervisor with at least annual consultation with the Personnel Committee.

RESPONSIBILITIES:

The Choir Director will keep the Pastor informed of the status of significant projects, work priorities, problems, and concerns.

The Choir Director, in conversation with the Pastor, selects and arranges for anthems appropriate for all services of worship. This selection will be in alignment with the sermon and readings. Additionally, the choir director, along with the accompanist, may have input regarding congregational hymns.

The Choir Director will select and purchase, within the budget adopted by the session and within the streaming licenses parameters, appropriate music pieces for choral anthems and other special music allowing for appropriate time for rehearsal.

The Choir Director will provide the choral anthems to the accompanist allowing for appropriate time for preparation and rehearsal.

The Choir Director will work with the church office to monitor the music budget that includes purchase orders, payment upon receipt of invoices and/or reimbursements as well as monitoring copier usage.

The Choir Director will provide the necessary information and name of the Choral Anthem to the Pastor for inclusion into the Sunday service bulletins on Mondays.

The Choir Director will keep the Choir Room aesthetically organized and the choral music systematically filed as well as monitoring the organization of the Sanctuary Choir Loft.

The Choir Director will arrange for special musicians as needed and rehearse with them.

The Choir Director will conduct the Choral Anthems and responses during services and lead the congregational hymns. Other duties as assigned by the Pastor.

DESIRED ADDITIONAL RESPONSIBILITIES:

Direct Handbell Choir, hold adequate rehearsals and arrange occasions for handbell choir to participate in worship.

REQUIREMENT:

The candidate should have experience leading and directing choral music and some knowledge of worship music. In addition, the candidate must work well with others in a team setting.

TERMS OF EMPLOYMENT:

The Choir Director position is a part-time position. Employment is on an at-will basis, and either party may terminate employment at any time for any reason.

The Choir Director is responsible for arranging for a substitute for rehearsals and services. In addition, the Choir Director must notify the Pastor and the Financial and Administrative Assistant to arrange substitute pay.

The Pastor with participation from the Personnel Committee conducts performance reviews annually. Compensation is set by the Session within its budget approval process with annual feedback from the Personnel Committee, the Finance Committee, and the Pastor.

Payroll is on a semi-monthly basis, and all appropriate payroll contributions and deductions are made in accordance with law. At hire, the employee must complete a Form W-4 to determine appropriate tax withholding. The employee will receive a W-2 each year for tax purposes.

The church does not provide paid vacation, paid sick leave, or financial employment benefits to part-time employees. However, the Pastor may approve unpaid time off if schedules allow and if requested in advance.

Closure of the office for holidays includes the following: New Year’s Day; Easter Monday; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day and Friday; and Christmas Day.

We are pleased to offer you the position of Choir Director beginning on August , 2023 through May 2024 at an initial pay rate of , paid semi-monthly.

Please indicate your acceptance by signing below. We look forward to working with you for many years to come.

New Hire Name (printed)

New Hire Signature Date

Pastor Date

Personnel Committee Chair Date

Approved by Session March 26, 2023.