

# Director of Worship and Chancel Choir

## POSITION SUMMARY

The position of Chancel Choir Director is responsible for developing and promoting all aspects of the music ministry of the church through the implementation of a comprehensive music program including choir, vocal and/or instrumental ensembles, recruiting, rehearsing and mentoring all musicians. The Chancel Choir Director enhances the music program in a way that ensures a balanced and enriching worship experience at all services.

The position is exempt (salaried, not eligible for overtime) and requires a minimum of 10 hours per week.

## CORE JOB RESPONSIBILITIES AND SKILLS

### MUSIC

- Direct and organize music for all worship services and special services throughout the church year
- Serve as a leader in worship, giving direction to the congregational singing, choir and other phases of worship including solos and special music
- Facilitates a worship experience that touches lives in a meaningful and consistent way
- Supervises the accompanists, handbell choir and A/V Department.
- Oversees the streaming of worship services.
- Provide all materials needed to the office staff for bulletins, newsletters, ,etc. as it relates to the music ministry
- Lead regularly scheduled rehearsals for the Chancel Choir, ensembles, soloists and instrumentalists
- Ensure that the church's musical instruments are maintained and repaired and provide changes to these instruments as needed or required
- Research, select and order music that will enhance and broaden Mountain Chapel's musical vision
- Oversee the development, organization and maintenance of the church's music library
- Maintain a practice regimen to enhance his/her vocal and instrumental skills
- Assist other staff members in church-wide events when needed
- Assist in the selection and provision of appropriate music for weddings, funerals , special projects and other church related activities
- Meet with church members to schedule rehearsals for weddings, funerals and any other church function as needed
- Maintain a consistent program of self improvement

## **MINIMUM REQUIREMENTS**

- Leadership skills
- Reliable transportation.
- Caring and compassionate personality
- Prior experience and proven ability as a church music director
- Instrumental and vocal performance skills
- Keyboard knowledge and experience
- College degree preferred
- Background checks required.
- Drug testing if/when required by church.

## **SPIRITUAL AND LEADERSHIP TRAITS**

A person in this position must have a deep and abiding faith in Jesus Christ and a servant's heart.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **MUSIC**

- Ability to organize, motivate, recruit and communicate
- Broad knowledge of church music and various styles of sacred music.
- Ability to work with pastor and church staff
- Knowledge of Church mission and role of music ministry in that mission.

## **SUPERVISORY AND BUDGET RESPONSIBILITIES**

### **MUSIC**

- Supervises Hand Bell Director
- Responsible for oversight of Music Ministry budget

## **PHYSICAL REQUIREMENTS**

- High energy level
- Ability to play piano well enough to teach music to the choir

**For the Employee:** By signing this form you are acknowledging you had a discussion with your supervisor to review this form and that you understand and are committed to achieving the performance standards and expectations for your job position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For the Supervisor:** By signing this form you are acknowledging that you had a discussion with your employee to review this form and that you explained the performance standards and expectations for the job position.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date