

PELL CITY FIRST UNITED METHODIST CHURCH
MINISTRY PROFILE

TITLE: Choir Director

JOB GOAL: To develop and direct the Chancel Choir and oversee the Music Program for the 10:30 Traditional Worship Service

REPORTS TO: Senior Pastor

QUALIFICATIONS:

1. High School Graduate with professional music education strongly preferred
2. Experience as a choir director in a traditional church setting
3. Strong interpersonal, verbal, and written communication skills
4. Strong organizational and administrative skills with attention to details and time management
5. Ability to recruit and train members of the choir
6. Familiarity with the *United Methodist Hymnal*

ESSENTIAL FUNCTIONS:

1. Select music for choir to sing and hold weekly choir rehearsals
2. Direct choir every Sunday in the month, lead hymns during the 10:30 Traditional Worship service, and may also lead hymns during the early service on a volunteer basis
3. Coordinate with the preaching pastor, along with the musical accompanist(s), for appropriate themes and selection of music for preludes, postludes, offertory and special music, and hymns
4. Communicate with the Administrative Assistant any hymn numbers, names of music, or other details related to music by the Wednesday prior to the service, so that the Order of Service may be prepared in a timely manner
5. Encourage people to join the choir, either by open call or by audition, and encourage other instrumentalists to accompany the choir
6. Assist with special services, such as Ash Wednesday, as determined by the Senior Pastor
7. Purchase or otherwise obtain music for the choir, staying within the annual music budget approved by the Worship Committee
8. Select music in keeping with United Methodist theology as outlined in the *UMC Book of Discipline*
9. Supervise and provide direction to the accompanist(s)
10. Provide advice and coordinate with the Worship Committee as necessary
11. Attend weekly staff meetings if desired or upon request for a special occasion
12. Assist with other duties as needed and required by the Senior Pastor/Associate Pastor and the SPRC.

PERSONAL ATTRIBUTES:

1. Growing relationship with Jesus Christ (and ability to express such)
2. Self-motivated, dependable, and punctual
3. Willingness to be an active team player and a dynamic leader of the choir
4. Strong work ethic
5. Ability to maintain confidentiality
6. Ability to adjust easily to changing priorities
7. Maintain a positive attitude

BENEFITS: Salary
2 Vacation Sundays annually

EVALUATION: Performance will be evaluated semi-annually by the SPRC, in conjunction with the Senior Pastor

APPROVED: October 28, 2008