

First Lutheran Church

Position Description: Children's Choir Director

Purpose: To musically enrich worship at First Lutheran Church for the glory of Jesus Christ our Lord.

Accountability: The choir director is accountable to the Pastor and works in cooperation with the Worship and Music Committee.

Responsibilities:

- To use all available means to carry out the purpose as stated above.
- To consult with the Pastor regarding music for services of worship and special programs.
- To attend staff meetings when requested to do so.
- To plan all music well in advance in coordination with the church seasons.
- To inform the church office no later than Tuesday morning of each week, the title, and composer of music to be performed by the choir on the following Sunday.
- To assist with recruitment of members for the Children's Choir, Choir and Contemporary band.
- To attend Worship and Music Committee meetings when requested to do so.

Duties:

- To select and prepare appropriate music during the choir year.
- To plan and direct a 45-minute rehearsal weekly at a regularly scheduled time. In the event the rehearsal or performance is cancelled due to emergency or inclement weather the director must notify choir members, the accompanist and the church office.
- To utilize handbells when possible and appropriate.
- To prepare the choir to sing for worship services as frequently as possible.

Time commitment:

- Approximately 1.5 hour per week

Evaluation:

- Performance reviews will be conducted annually by the Evaluation Committee, who will report to the Church Council.
- Compensation will be reviewed annually as a part of the budget process.