

## First Lutheran Church

### Position Description: Senior 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 choir.
- To assist with obtaining special music for worship services when needed.
- To attend Worship and Music Committee meetings.

Duties:

- With the Choir Accompanist, select and prepare appropriate anthems for the choir year. (September through May), repeating anthems only in an emergency. This includes Sunday morning, Lenten, Christmas, and other special services.
- To plan and direct a one-hour 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 instrumentalists and handbells as special additions to choir selections at special times during the year.
- To organize and maintain the church music library, promptly filing all music after choir rehearsals and/or performances.
- To select and purchase new music as needed.

Time commitment:

- Approximately 2.5 hour per week September through May

Evaluation:

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

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