

St. Timothys United Methodist Church

POSITION: Choir Director

The Choir Director is responsible for leading the church choirs and ensembles. The director will recruit participation from the musically inclined congregation, select music, assemble and direct choirs and ensembles (vocal and instrumental), and schedule soloists for the regular Sunday morning worship services every week throughout the year.

Vacation and other benefits are explained in detail in the *St. Timothys Employee Policies* handbook.

Duties and Responsibilities

1. Direct the adult choir that meets weekly in the evening and sings in worship 3 of 4 Sundays a month from Labor Day - Memorial Day.
2. Organize and help provide special music for worship when the adult choir is not singing.
3. Organize and help provide music for children's Sunday School.
4. Collaborate with the Pastor to plan and organize music activities for Worship, Sunday School, Vacation Bible School, and special events.
5. Coordinate and collaborate with the pastor, other staff members, and the worship committee to create a vision and direction for the music ministry.
6. Provide administrative management of the music ministry - budget, finances, music library maintenance, ordering music, attend meetings.
7. Areas for growth:
 - a. Bell/Chimes Choir
 - b. Children's Choir
 - c. Instrumental Ensembles/Drums
8. Promptly report all needed instrument repairs to the Pastor and chairperson of the Board of Trustees.
9. Comply with St. Timothys Employee Policies Handbook regarding amount of vacation time, how to request, when to take, and obtaining a replacement.

Knowledge, Skills and Abilities

1. Demonstrated commitment to and/or experience with directing choirs and ensembles.
2. Understanding of and ability to select appropriate church music.
3. Be willing to perform music requested by the Pastor.