

# Westminster United Methodist Church

## Job Description – Choir Director

### General Summary:

The Choir Director is responsible for planning and conducting the music presented in the traditional Sunday service. Additionally, the director will plan special music presentations to be performed as needed including but not limited to extra services/events during the Christmas and Easter seasons. Director of Ministries reports directly to the Senior Pastor.

### Specific Duties include but are not limited to:

- In coordination with the pastor, select hymns and choral anthems for the traditional service.
- Recruit, train and prepare laity to be involved in Chancel Choir and other music ministries as appropriate.
- Lead the weekly Chancel Choir rehearsal and the choir performance on Sunday. Westminster does not expect a choral anthem every week, but would like the choir to be involved in the service in some capacity as often as possible.
- Oversee the direction and planning of handbell choir if applicable.
- Plan and lead special choral or instrumental presentations for special events such as Christmas and Easter.
- Help the church enlist soloists and musicians for special services, weddings and funerals, as requested.
- If needed for choir rehearsals or Sunday service, obtain qualified substitutes for the director and/or organist.
- Participate in budgeting and identifying/securing needed resources for Music Ministries
- Work with Senior Pastor to ensure the music ministry is aligned with an helping achieve the church's overall mission and vision.

### Experience:

- Experience leading choral music.
- Interest in rebuilding a choral program