



Emanuel United Church of Christ

304 E. Adams Street
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Job Title: Choir Director

Responsible to: Church Membership

Reports to: Pastor

Objective

The choir director leads the choir in developing and implementing music ministries of the church and actively engages the congregation in worship through music.

Responsibilities

- Coordinate choir music during Sunday morning services, holiday services, and special worship events.
- Direct the church choir.
- Recruit and encourage musicians within the congregation to participate in music ministry.
- Maintain regular choir rehearsals and communicate with choir members.
- Plan special music for worship services, summer music, special occasions, and holidays.
- Catalog and organize all choir music resources.
- Provide the administrative assistant with necessary bulletin information of music by Tuesday morning for the following Sunday service.
- Adhere to applicable copyright laws regarding the use, duplication, distribution and broadcast of music and/or lyrics.
- Work closely with the administrative assistant to monitor the church copyright reporting.
- Be in church thirty minutes before the beginning of all services.
- Oversee robe care, cleaning, and ordering.
- Participate in music church staff meetings.
- Keep work areas neatly maintained and ensure the storage areas and church facilities related to the music program are organized.
- Maintain an open attitude to developing and altering the music program as the needs and interests of the congregation evolve.
- Keep in regular communication with other staff members, including reasonable response times to emails, texts, and/or messages.

Requirements

The choir director should be:

- experienced in directing and rehearsing choirs.
- knowledgeable in a variety of musical styles.
- familiar with the liturgical seasons of the church.

Terms of Employment

- Choir director is a part-time position.
- Hours are set by both the choir director and dictated by church services and events.
- Salary is reviewed and approved by the EUCC Church Council.
- The choir director will follow guidelines set by the EUCC Personnel Policies Handbook.
- Choir director is directly accountable to the pastor for the satisfactory fulfillment of all functions and responsibilities.
- The EUCC Church Council is responsible for conducting yearly evaluations for all staff members. The pastor and Pastoral Relations Committee will be included in the evaluation process of all staff members.
- The season of the church choir rehearsals is August – May.