

## St. James Lutheran Church

### Position Description - Director of Music / Adult Choir Director – Part Time

#### Summary

The Director of Music / Adult Choir Director should have a Christian commitment and a willingness to serve the congregation's music needs. As Director of Music, this individual directs and consults with other music staff, consisting of Handbell Choir Director, Damascus Road Coordinator(s), Children's Choir Director, and Brass Ensemble Director, in the coordination of services, music, and special music as needed. As Adult Choir Director, this individual ensures that an adult choir is available and prepared to sing an anthem on scheduled Sundays at least three times per month during the academic year (September through May) and at special services (to be designated by the Worship and Music Committee in conjunction with the Director of Music and pastors such as Thanksgiving, Christmas, Ash Wednesday, and Holy Week services). The Director is responsible for enhancing the congregation's worship experience through the application of directing skills and selection of liturgically and artistically appropriate music.

#### Primary Accountabilities

- A. Plan and coordinate the entire music program, providing leadership and a resource for the organist and directors of the other musical ensembles (Children's Choir, Bell Choir(s), Brass Ensemble, and Damascus Road).
- B. Actively promote and increase participation in the adult choir; educate and train the participants to ensure the choir capably presents a variety of music in a spiritually meaningful and enriching way.
- C. Select and purchase or obtain by other legal means (e.g. CPDL or borrowing) sufficient copies of the music for the choir anthems and other musical participation of the choir.
- D. Conduct regular rehearsals to ensure that the choir and accompanist(s) are well prepared and perform competently. The Adult Choir Director will be responsible for the following schedule:

#### *September through May*

- Adult Choir to sing three Sundays per month
- Rehearsals of a frequency and duration sufficient to achieve quality performances

#### *Seasonal*

- Lessons and Carols
- Christmas Eve
- Ash Wednesday
- Good Friday
- Easter Sunday
- Musical Mosaic Sunday (as scheduled by Worship & Music Committee)
- Ecumenical services as scheduled at St. James
- Anthems at other services as agreed upon

- E. Coordinate rehearsal scheduling and Sunday morning warm-up times for all the regular musical ensembles.
- F. Coordinate "special music" for the worship services when none of the regular ensembles of the congregation is scheduled to participate (e.g. Vespers, 5<sup>th</sup> Sundays, Summer Sundays).

- G. Communicate to the office staff in a timely manner the title, composer, and text if appropriate, of the anthem the choir will sing at a given service, so that the information can be included in the worship bulletin.
- H. In the event of absence, inform the Senior Pastor at least 14 days (except in emergencies) in advance and arrange for an acceptable substitute.
- I. Ensure that scheduling conflicts are avoided by checking with the church office calendar.
- J. Submit an annual budget to the Worship and Music Committee that includes the miscellaneous expense needs of the music program (e.g., tuning or maintenance of instruments and equipment, but not to include salary issues).
- K. Meet regularly with the Worship and Music Committee.
- L. Maintain a central music library, and coordinate the ordering of music necessary to support the music program, such as choirs and special musical ensembles.
- M. Meet at least quarterly with the Senior Pastor to select hymns for the worship services appropriate to the liturgical calendar and the lectionary. The organist may be included in this process by mutual agreement.
- N. Conduct annual performance reviews with each member of the musical staff in accordance with the schedule, format, and guidelines established by the Council and the Personnel Committee..

### **Required Skills**

- A. Ability to select sacred music for anthems by a variety of composers. Music must be appropriate for Christian worship and should fit with the general themes of the liturgy and the church year.
- B. Music degree and/or relevant experience.
- C. Administrative skills for maintaining a library, completing record-keeping, and scheduling musical events.
- D. Personnel management skills to facilitate the smooth functioning of the music staff as a group.
- E. Dependability; the ability to be available and on time on those occasions which require the adult choir, such as Sunday services, special services, and rehearsals.
- F. Ability to coordinate efforts with the pastor(s), other members of the music staff, and the church office staff.
- G. Desire and willingness to grow personally and professionally in musicianship and in liturgical understanding in order to better serve the needs of a growing music program.