



## Position Description

### Position: Senior Choir Director

**Covenantal Agreement** between the Senior Choir Director \_\_\_\_\_ and St. Paul's United Church of Christ as recommended by the Music Committee and Personnel Committee and under approval of the Church Council.

I, \_\_\_\_\_ do hereby accept the position as Senior Choir Director of St. Paul's United Church of Christ and will fulfill the responsibilities as listed below beginning

\_\_\_\_\_.

### General Responsibilities:

1. Review the current expansive music library and listen to new music from various music companies. Select and order appropriate repertoire for the fall season from September to December and the winter/spring season from January through May to fit the church seasons and focuses of the worship services.
2. Organize music and place it in choir folders.
3. Familiarize yourself with anthems, practice them, and interpret the methods needed to perform them.
4. Rehearse with the choir weekly and at other times as needed.
5. The Senior Choir is expected to sing during the Sunday morning service an average of twice per month. The Senior Choir is expected to sing for any special services (such as on Christmas Eve, Ash Wednesday, Holy Thursday, etc.) and occasional community services.
6. The Senior Choir Director is expected to prepare a schedule of all choir appearances, keep orderly files of music and perform any other necessary administration. The director is invited to coordinate joint choir appearances.
7. Cooperate closely with the Senior Choir Accompanist and provide the accompanist with all music in a timely manner.
8. Communicate effectively with choir members, the church secretary and the pastor. Provide the church secretary with the titles for the worship outline. Provide information for the newsletter and eNews emails as needed.
9. Find a replacement when the Senior Choir Director can not fulfill normal duties.

- 10. Recruit new singers and encourage the choir members to do the same.
- 11. Encourage choir members to attend Church Music workshops or other educational events.
- 12. Attend all Music Committee meetings when they are scheduled.
- 13. Attend staff meetings with the Pastor and other staff members.
- 14. The Senior Choir Director agreement is to be reviewed on a yearly basis. The Senior Choir Director must give at least 60 days notice prior to vacating the position.
- 15. The Senior Choir Director shall be paid a salary of \$\_\_\_\_\_ a year prorated per month for 9 months. This salary shall be paid with the church's regular payroll schedule.

**Accountability: To Music Committee**

\_\_\_\_\_ Senior Choir Director  
\_\_\_\_\_ Music Committee Chairperson  
\_\_\_\_\_ Personnel Committee Chairperson  
\_\_\_\_\_ Church Council President