

BALDWIN COMMUNITY UNITED METHODIST CHURCH

JOB DESCRIPTION

TITLE: **Choir Director**

QUALIFICATIONS:

1. Demonstrates strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Prefer a Bachelor's Degree in Music and /or Christian Music Liturgy or equivalent experience
4. Demonstrates ability to conduct vocal music groups
5. Be able to pass a physical examination as may be required
6. Ability to follow oral and written instructions
7. Ability to work and communicate with other employees and individuals
8. Ability to work effectively and efficiently without close supervision
9. Has basic computer literacy
10. Has demonstrated aptitude for skillful and successful completion of the assigned performance responsibilities

The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy

Background check (PA State Police, Childline, FBI) to be in compliance with Safe Sanctuaries upon hiring

REPORTS TO: Senior Pastor

PERFORMANCE RESPONSIBILITIES:

1. Rehearse and Direct the Chancel Choir
2. Schedule and conduct weekly Chancel Choir rehearsals.
3. Select choral music for Chancel Choir.
4. Work in tandem with Organist in rehearsals and service.
5. Recruit and Build Chancel Choir membership.
6. Select music for worship service in collaboration with the pastoral staff
7. Recruit, schedule and prepare soloists, duets and ensembles for worship service as needed
8. Develop and monitor the music ministries budget in conjunction with the Financial Administrator and the Senior Pastor
9. Supervise the inventory of music in the appropriate library
10. Submit bulletin materials on a timely basis
11. Provide support to church staff and other church programs as needed
12. Write publicity materials regarding the music program needs as appropriate.
13. Participate in staff meetings, committee meetings, new member orientation session, and other related program areas as needed

14. Perform all other duties and assignments as applicable to the position as may be directed by the Senior Pastor

TERMS OF EMPLOYMENT:

This is a part time position

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____