

Duties for Choir Director Position – Mt. Olive Lutheran Church (Irmo) March 2024

Job Title: Choir Director

Position Type: Permanent Part-time Salaried

General Description:

- Lead Vocal Choir/Ensemble and Handbell Choir. These ensembles currently rehearse on Sundays (Handbells at 4 pm and Choir at 5:30 pm) September through May each year, providing music at one liturgical service per week and special services as needed.
- Oversee musical groups of the church. Currently, Adult Choir, Handbells and Sunday School children.
- Prepare the choir to sing liturgical material and anthems.
- Lead weekly rehearsals in coordination with organist. Work in conjunction with organist to select music.
- In collaboration with organist, find volunteers and hire instrumentalists and vocal soloists when appropriate.
- Actively recruit members for all choirs.

Job Responsibilities:

- It shall be the Choir Director's responsibility to secure a qualified substitute in case of illness or scheduling conflict.
- Rehearse sufficiently to maintain a high level of proficiency of the choir(s).

Administrative Duties:

- In collaboration with organist, purchase instrumental and choral music as well as maintain inventory.

Shall participate in quarterly planning meetings with Senior Pastor and Board of Worship.

Work Schedule:

The Choir Director shall schedule and lead one choir and/or handbell performance a week between September and May at one of the regular weekly liturgies as well as participate in mid-week special services, all choir practices and other special events as needed.

- Christmas Eve (2 services)
- Christmas Day
- Ash Wednesday
- Maundy Thursday
- Good Friday

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Qualifications

- Degree, experience or skill comparable to a church music degree.
- Sufficient ability to sight read hymns & anthem accompaniments.
- Must have good communication skills.
- Attend seminars and workshops to further their knowledge and education.
- Must pass a background check and provide references.

Employee Statement

I have read this job description and understand the functions of the position.

Employee Signature

Date

[Type here]

CONFIDENTIALITY STATEMENT

I, [insert choir director], acknowledge that as a result of my association at Mt. Olive Lutheran Church, I will have access to confidential information of its' church members and staff. I will hold confidential all members and staff information obtained and will not disclose any personal or other related information to third parties, family members or volunteers except as permitted and/or as required by law. I am committed to protecting and safeguarding from any oral and written disclosure all confidential information that I become aware of. Except as permitted and/or required by law, I will not use or disclose information in a manner that would violate the laws of the State of South Carolina or the requirements of any federal law. I acknowledge that any breach of confidentiality or misuse of information may result in termination of my privileges at Mt. Olive.

Name of Choir Director:

SIGNATURE _____ DATE _____

Name of Congregation President:

SIGNATURE _____ DATE _____

Name of Chair, Board of Worship

SIGNATURE _____ DATE _____

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