

## **John Knox is looking for it's next Choir Director!**

Come join our open, caring, congregation as we give glory to God through our music and worship. The full job description can be found below. Interested candidates should send a resume, with references, to [office@johnknox.org](mailto:office@johnknox.org)

### **Job Title: Choir Director**

### **Job Description:**

10-month part time position, approximately 8-12 hour week

### **Compensation:**

Commensurate with experience, including vacation and professional development time.

### **Accountability:**

This position reports to the Head of Staff. Attendance at periodic planning meetings with head of staff and music team is required both to enhance communication and provide consistency between all programs within the church.

Subject to the provisions of the *Personnel Policies and Procedure Manual* of the John Knox Presbyterian Church (U.S.A.).

### **Purpose/Scope:**

The Choir Director is responsible for assisting the church in developing, coordinating, and administering an effective well-rounded music program within the church, for Sunday worship service, and for providing leadership of professionals and volunteers involved in the choir ministry. The Choir Director shall be an enthusiastic musician with the ability to lead a program that includes a wide variety of music styles for individuals and groups of all ages.

### **Requirements:**

The person shall have the following qualifications:

- at minimum, a Bachelor of Music degree, obtained or in active pursuit of, required, with an emphasis in choral conducting preferred.
- a demonstrated ability in choral directing or strong evidence of promise for the future.
- a strong understanding of reformed worship including the liturgical season, selecting music appropriate for each season that brings glory to God and ministers to the congregation.
- cultural sensitivity, appreciation, and commitment to upholding God's love for all people; considerable sensitivity is required to ensure respect for the diversity of the atmosphere; capable of working well with a diverse group of volunteers with wide-ranging backgrounds and interests.
- knowledge and/or experience in choral repertoire.

- ability to sing and play one or more musical instruments, including basic piano proficiency, preferred.
- organizational and administrative skills necessary to perform the job requirements.

**Responsibilities:**

- Coordinates, with worship leaders, worship planning team, and organist, for worship services.
- Manages the selection of anthems in coordination with the head of staff.
- Works with the organist as a team to maintain continuity and achieve the desired level of excellence in performance.
- Conducts rehearsals with and directs the Chancel Choir during the months of August through May
- Explores ways to build on our current traditional music programs, including staying informed on current music methods and materials, utilizing them where appropriate; employs current best practices in choral singing technique and utilizes teaching methods that create an encouraging learning environment.
- Offers semi-annual musical education workshops to the congregation, such as musical notation, sight-singing, hymn singing, to foster increased connection to music in worship.
- Identifies, recruits, and trains gifted individuals, and encourages and provides leadership to those persons as they become involved in the music ministry.
- Coordinates music for special services and events such as evening services, serves as a resource for other activities, as requested, such as Vacation Bible School, Christmas pageant, or hand bells.
- Actively participates in the worship planning of the church with the Worship Planning Team and through direct communication with the church organist. This will include the areas of music, including preparing an annual budget request.
- Maintains all music accounts on a timely basis in accordance with the accounting practices of the church.
- Orders music and music related items including equipment, as necessary within approved budgeted amounts; assists with maintenance of the music library in an organized manner.
- Assists with various CCLI and copyright licensing reporting, as required.
- Writes periodic articles for the newsletter or notes in the weekly bulletin about the church music program.
- Provides musical information to church secretary on a timely basis for inclusion in the weekly bulletin.

**Evaluations:**

An annual performance review will be conducted by the Pastor and designated Personnel Team representatives. This team will annually review the adequacy of compensation with the recommendations to the Session.