

VALLEY COMMUNITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION

POSITION TITLE: Choir Director
Non-Exempt

EXEMPT OR NON-EXEMPT:

REPORTS TO: Head of Staff

PAYROLL: Twice Monthly

SCHEDULE: Part-Time approximately 10 hours per week

PRIMARY OBJECTIVE OF POSITION

- Plan and direct the weekly choir rehearsal
- Select music and prepare the choir for the Sunday worship and other special musical events
- Aptitude to take initiative to develop the choral music ministry
- Collaborate with the pastors in music selection to support the liturgical themes and special worship

MINIMUM QUALIFICATIONS

(Experience, education, licenses, certifications, and specific knowledge, skills and abilities required for the position)

- Bachelor's degree in music required
- Skilled in choral conducting with sacred music experience preferred
- Knowledge of the liturgical calendar and the ability to select appropriate music
- Strong leadership and interpersonal skills
- Professional manner in working with pastors, colleagues and volunteers
- Ability to create a positive, joyful work environment with staff, choir, and other musicians

ESSENTIAL FUNCTIONS

(Fundamental duties necessary to achieve the objective of the position)

- Provide music leadership to the choir and planning to support overall worship themes and objectives.
- Collaborate with the Pastors in worship planning.
- Rehearse and direct the Chancel Choir September-May as determined in worship schedule.
- Inspire others and effectively recruit volunteers to participate in the choir and/or other music ministry
- Maintain the choir library

Be flexible to assume additional duties for growing the music ministry

Performance Standards:

Evaluation will be based on job performance, initiative, ability to work with others, and adherence to VCPC Personnel Manual policies and procedures. Evaluations will be done at the following intervals: six-month probationary review upon hire; thereafter, every year based on date of hire.
