



## **Part-time Position Available: Interim Choir Director**

***Lynnhurst Congregational United Church of Christ*** church seeks an interim, part-time Choir Director; 6 hours a week. Lynnhurst UCC is a vibrant, progressive Christian church committed to expanding and deepening our extravagant welcome, growing in our spiritual journeys and faith formation and strengthening our commitment, action and effectiveness in mission, service, outreach, and social justice.

You are a creative, skilled, inspiring, collaborative, and experienced leader and Choir Director. Your mature spirituality informs and enlivens your leadership. And you understand the power of music to transform our souls.

For more information please see Job Description. Compensation is commensurate with experience and guided by the American Guild of Organists (AGO); <https://www.agohq.org/>

To apply please send resume and cover letter to Interim Choir Director Search Committee at [church.office@lynnhurst.org](mailto:church.office@lynnhurst.org).

## **Job Description**

### **Position: Choir Director**

#### **Position Purpose:**

The Choir Director will work with the adult choir to provide choral music during the worship service. The Senior Pastor is responsible for planning and leading all worship services and the Choir Director shall take direction from the Senior Pastor in selecting choral music to be included in the worship services. The Choir Director will create a positive and welcoming environment for existing and new volunteer choir members. Choir membership is open to all members of the congregation who are interested. The Choir Director will collaborate with the Organist in planning for and the execution of the choral elements of the worship services.

#### **Working Conditions, Compensation and Benefits:**

1. This position is a nine month position running from the Sunday after Labor Day through the first Sunday in June, but also includes the assigned Lake Harriet Band Shell service. The contract is subject to renewal or termination by July 1 of every contract year.
  - With Paid Time Off (PTO) of 6 events. In a typical week there are 2 events (choir rehearsal and Sunday Service). PTO will not be paid for any event exceeding the 6 events in a contract year.
  - PTO includes vacation and sick leave and will not be carried over to the next year.
  - PTO must be approved by the Senior Pastor prior to taking leave with emergencies such as illness being the exception. Once approved, the vacation dates and times shall be sent to the Treasurer to be tracked.
2. The choir director shall have permission to conduct private music lessons on the church premises.

### **Supervision and Performance Appraisal:**

1. The Choir Director reports directly to the Senior Pastor with supervisory input from Diaconate and Personnel Committee.
2. The annual performance review will be given in June. The review will be coordinated by the Senior Pastor and will be presented by the Senior Pastor, a representative of the Personnel Committee and a representative of the Diaconate.

### **Responsibilities:**

1. Conduct the choir during the weekly choir rehearsal, worship service and special services on Ash Wednesday, Maundy Thursday, Christmas Eve, the church variety show and one summer service at Lake Harriet Band Shell.
2. Select and order choral works with suitable texts and appropriate music to enhance the worship service.
3. Maintain the church music library.
4. Train and supervise the adult choir, soloists and any instrumentalists for performance at regular and special church services.
5. Conduct rehearsals, using warm-up exercises, vocal techniques, and music theory to further the musical ability of the choir.
6. Communicate and coordinate with the Senior Pastor, Organist and Office Manager on a regular basis regarding rehearsal schedules and performance plans for worship.
7. Support, as requested, existing independent musical groups.
8. Attend monthly staff meetings with the Senior Pastor.
9. Meet individually with the Senior Pastor, per their request.
10. Meet with the Organist monthly to negotiate worship plan and discuss joint plan with the Senior Pastor at monthly staff meetings.

11. Attend Music and Arts Board meetings, as requested.
12. Seek prior approval from the Music and Arts Board for hiring guest musicians.
13. Collaborate with the Organist to prepare a number for the annual variety show.
14. Attend Diaconate meetings twice a year in conjunction with Senior Pastor and Organist to discuss worship planning.
15. Arrange for a substitute Choir Director when absent.

**Skills and Qualifications:**

1. Sufficient piano proficiency to sight read hymns, individual choral parts and simple accompaniments.
2. Minimum of 3 years relevant experience (choir directing, music teaching, etc.). A four year BS or BA in Music is recommended.
3. Knowledge of UCC worship tradition and a theological understanding of the church to appropriately select music and texts for traditional worship.
4. Seek professional relationships with other musicians and keep abreast of developments in worship and liturgy through associations, continuing education and professional church publications.