

# ***St. Philip's Lutheran Church***

## **Position Description**

**JOB TITLE:** Director of Sanctuary Choir

**DATE WRITTEN:** September, 2022

**REPORTS TO:** Pastor

**STATUS:** Part-time, non-exempt, 7 hours/week

### **POSITION SUMMARY:**

The Director of Sanctuary Choir is to be a person dedicated to the ministry of the Lord Jesus Christ and committed to the mission and vision of St. Philip's Lutheran Church. This position will work with the pastor(s), staff, Worship and Music Ministry Team in this congregation in the planning and preparation of music for the worship services.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Administrative Responsibilities**

- Direct the Sanctuary Choir.
- Encourage the identification and utilization of musical gifts of members of the congregation.
- Make new resources and ideas available to pastor(s) and staff, all program participants and congregation.
- Coordinate with the Office Manager in planning and proofing Music for the order of worship.
- Report and track copyright information as required by licenses to the Coordinator of Worship Planning.

#### **2. Budget/Finance**

- Recommend the purchase of music and other materials for choir groups within the guidelines of the annual church budget. The Coordinator of Worship Planning approves the final purchase.

#### **3. Ministry Team**

- Attend the Worship and Music Ministry Team as an ex-officio member, upon request.

#### **4. Communication**

- Provide timely information to the congregation about upcoming events and schedules via weekly bulletin announcements, church newsletters and the church website.
- Maintain communication with members of choir groups, as needed.
- Maintain communication with the other members of the church staff via email, texts, and phone calls.

#### **5. Facilities Management**

- Update and maintain the music library.
- Coordinate rehearsal schedules and furniture/equipment needs with custodians.
- Coordinate rehearsal schedules and use of church facilities as needed.
- Prepare and clean up spaces used for music rehearsal or performance.
- Maintain security of the building, as needed.

## **6. Program Planning**

- Collaborate in the planning of worship with the pastor(s) and worship planning teams.

## **7. Other Duties**

- Assume other related responsibilities as mutually agreed upon with the supervising pastor.

### **QUALIFICATIONS:**

A background in music is desirable.

Previous choral or instrumental directing experience is desirable.

Demonstrated basic music and computer skills.

Demonstrated knowledge in reading music.

Demonstrated knowledge of current copyright laws.

Ability to work well with others and participate collegially with staff members, Pastors, and congregational leaders.

Physical requirements:

### **PERSONNEL MANAGEMENT**

None required.

### **POSITIONS RESPONSIBLE FOR**

Accompanists as needed