

TRINITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION: Choral Director

Position Description: Under the supervision of the Director of Music and the Pastor be responsible for selecting music and directing the Chancel Choir, as well as, the Cherub and Junior Choir for worship leadership in the weekly traditional worship service, including special services for Christmas Eve, Advent, Lent and Easter.

Accountability: This person shall be responsible to the Director of Music, the Head of Staff, and the Worship Committee with the Director of Music serving as direct supervisor.

Time Expectations: This is a salaried position with specific weekly time expectations. The Choral Director will rehearse the Chancel Choir, and the Cherub and Junior Choirs, each week from mid-August to mid-May each year (represents approximately 3 hours on site). The Choral Director will be present on Sunday mornings from 9:00am - 12:00pm (approximately 3 hours on site). The Choral Director will meet weekly with the Director of Music Ministries to plan and coordinate Trinity's music program (approximately 2 hours weekly). The Choral Director is expected to plan separately (approximately 2 hours weekly).

Qualifications:

Be a committed disciple of Christ

Four year degree in Music or equivalent experience

Excellent choral knowledge and directing skills leading church choirs in a traditional worship setting.

Basic keyboarding skills

Be comfortable working with amateur singers

Ability to work well with choir members and paid staff

Possess superior time management skills to manage rehearsal time.

Responsibilities:

Direct the Chancel Choir for Sunday Services as well as special times such as Christmas Eve, Advent, Lent, Maundy Thursday, and Easter.

Practice with the choirs on a regularly scheduled basis

Plan and coordinate the schedule of choral music for special services such as Christmas Eve, coordinating the inclusion of instruments and soloists with the Director of Music Ministries.

Recruit new members for the Chancel Choir - audition as necessary

Work with volunteers in organizing the traditional choral library

Coordinate the Cherub and Junior Choir with volunteer leadership.

Other Considerations:

12 month position requiring 46 "Sunday Services" (not necessarily in a row). All Sunday absences will be planned in coordination with the Director of Music Ministries.

Salary: To be determined by the Session, paid in 12 equal installments.

Performance reviews will be conducted annually by the Director of Music Ministries, Head of Staff and chairperson of the Worship Committee under the guidance of the Personnel and Administration Committee.