

## ***Helena United Methodist Ministries***

***(HUMM serves both St. Paul's and Covenant United Methodist Churches)***

### ***Choir Director***

#### **Summary**

The ***Choir Director*** will creatively oversee the St. Paul's Choir.

The person in this position will be the creative face of HUMM in many respects and must possess the expertise to create welcoming and engaging musical experiences for the congregation and greater community. The person in this position should be creative, assertive, and passionate about music. The Choir Director should be able to interpret various styles and genres of music and demonstrate exceptional communication, leadership, and organizational skills.

The person in this position is expected to come to the job with well-developed creative and communication skills.

While much of the work done by the ***Choir Director*** is done independently of the other staff, the person in this position is a part of a team that serves the congregation and the ministries of HUMM and must have an ability to work well with other staff, volunteers, committee leaders, and the public. There are specific job descriptions for each staff member, but overall, it is a team atmosphere that works collectively to create an efficient and cohesive environment for all who interact with HUMM.

The person in this position should become familiar with the committees and ministries of HUMM.

**Attendance at:** Staff meetings

**Supervised and supported by:** Senior Pastor and SPRC Chair

**Hour:** 10 hrs/week

**Compensation:** Wage - \$20.00/hour

Benefits - Sick leave, vacation, holidays (accrued per hour worked)

#### **Condition of Employment**

- Must satisfactorily pass a criminal background check

**Specific duties include (but are not limited to):**

- Planning music for the adult choir at 10:00 am service
- Rehearsing with the adult choir
- Directing choir at 10 :00am service
- Welcoming and managing new choir members
- Providing the necessary guidance and direction during choir rehearsals to assist choir members in achieving the correct tone, pitch, rhythm, tempo, and harmony.
- Recruiting and organizing special music for services
- Coordinating for Jazz (every other month)
- Worship planning with the pastor, including helping select hymns and special music for services
- Leading hymns on Sundays or recruiting hymn leaders for services
- Organizing music, recruiting musicians, and rehearsing for occasional mid-week services
- Planning large-scale events like Choir Sunday and festival services (Festival of Trees, etc.)
- Recruiting, resourcing, and coordinating with special musicians for choir accompaniment
- Coordinating with Pianist/organist
- Managing choral library
- Managing payment details for special musicians and substitutes
- Managing the choir budget and requesting funds from the endowment
- Annually, laundering robes

**Qualifications:**

- Bachelor's degree in music, music education, or related field is preferred
- Experience working as a Choir Director
- Ability to interpret various styles of music
- Detail oriented
- Organized and able to multitask
- Willingness to go above and beyond to accomplish job duties
- Strong sense of ethics