

## WHITE BEAR LAKE UNITED METHODIST CHURCH

### CHOIR DIRECTOR

#### POSITION OVERVIEW

The Choir Director will direct vocal ensembles for worship, primarily the Adult Choir and lead the choir in a major work or special choral presentations twice a year. Be available Wednesday evenings and Sunday mornings. This is a year round position.

#### SPECIFIC DUTIES

##### Program Year Tasks (September-May)

- Direct the adult choir in one rehearsal per week towards participation in worship all but one Sunday a month.
- Prepare choir for special services throughout the year such as Community Thanksgiving Service, Christmas Eve, Ash Wednesday, Maundy Thursday and Good Friday, as determined by consultation with Music Staff and Pastors.
- Manage the choral scholar program of paid section leaders.
- Actively recruit new members to the Adult Choir, providing an atmosphere of musical learning, growth and mutual care
- Lead the Chancel Choir in a major work, or special choral presentation twice a year
- Purchase all music and music supplies for the Adult Choir, limiting the expenditures to the amount provided in the church budget.

##### Summer Tasks

- Serve as Cantor for summer worship services
- Prepare the adult choir to sing in worship at least one Sunday a month
- Schedule and Prepare solo musicians or ensembles one Sunday a month
- Plan for the program year

##### Other responsibilities

- Serve as Cantor or worship leader during worship days already scheduled to work
- Plan one Mission or Outreach event a year. (example - Christmas Caroling)
- Collaborate with music team: Dir. of Music, Dir. of Traditional Music & Children's Choir Director
- Follow up on leads from connection cards
- Work with the office to coordinate recruiting, promotions and advertisements, specifically for special choral projects.
- Provide calendar of events to the office and ensure changes to the regular calendar are communicated and documented
- Purchase choral music as needed and oversee the upkeep of the choral music library.

##### Skills and Qualifications

- Bachelor's degree in music or requisite experience
- Experience in choral conducting
- Knowledge of appropriate church music and the role of music in worship.
- Experience as a "team player," and ability to relate to others with good interpersonal skills.

SUPERVISOR: Director of Traditional Music

HOURS: 10 per week

PAY: Salaried, Based on Qualification