



Job Description



Job Title:	Choral Program Director - Part-time, non-exempt
Reports to:	Music Director
Key Relationships:	Music Director - HR/Administrative Services Director – Worship Team – Music Team – Lead Reverend

Purpose of the Role:

The Choral Program Director plays a pivotal role in enriching worship, creating a supportive Christian small group, and fostering an environment that encourages all ages of people to share their gifts.

Key Duties and Responsibilities:

- Selecting thematic music for worship for Chancel Choir, Summer Choir, and Soloists that fits within a wide range of genres
- Mentor and support university and high school students currently serving in the Choral Scholars Program
- Prepare for weekly rehearsal times throughout year
- Attend staff meetings
- Conduct and lead rehearsals for the Chancel Choir
- Actively lead congregational hymns during worship
- Work actively with all Soloists, providing one on one sessions
- Encourage all parishioners to participate in the music program
- Encourage and educate program participants and volunteers to develop new skills
- Provide a supportive, creative, welcoming, and encouraging environment where participants can flourish and develop.
- Adhere to the policies of the church

Skills and Qualifications:

- Be a person of integrity
- Pass a standard iChat criminal background, and have no record on the National Sex Offender list
- Strong leadership skills and the ability to work positively with a range of personality styles
- Ability to collaborate and be creative with other staff
- Ability to lead, listen, and support effective rehearsals
- General computer skills – spreadsheets and email
- Create and adhere to a budget
- Maintain a professional workspace
- Update and edit our digital choral library
- Maintaining the physical choral library at the church

Preferred Qualifications:

- Extensive knowledge of Christian music (including contemporary, jazz, classical, spirituals, etc.)
- Degree in Vocal performance
- Education Background – Able to educate children and adults