



## **Job Description for Choir and Tone Chimes Director**

Position: While maintaining an energetic and spiritual approach, the choir and tone chimes director is responsible for directing the Sanctuary Choir and the Tone Chimes choir.

### Duties and Responsibilities:

1. Prepare and direct the Sanctuary Choir and Tone Chimes choir, usually September-May. Rehearsals are typically Wednesday evenings and prior to Sunday morning worship when singing/playing.
2. Prepare and direct the Sanctuary Choir and Tone Chimes choir for special services throughout the church year, including but not limited to: Christmas services, Ash Wednesday and Holy Week services.
3. Encourage people of all ages to join the Sanctuary Choir and Tone Chimes choir, providing an atmosphere of greater musical engagement and faith formation.
4. Maintain an organized system of choir and tone chimes music.
5. Purchase all music and music supplies for the choirs pending approval, limiting the expenditures to the amount provided in the church budget.
6. Work cooperatively with the pastor and other music leaders of the congregation in selecting and scheduling music for worship.

### Skills and Qualifications:

1. Must have a high school diploma or equivalent.
2. Musical proficiency, including experience and/or competency in directing choirs consisting of all ages and abilities.
3. Background in liturgical worship and music and/or a willingness to learn.
4. Ability to provide effective leadership.
5. A genuine passion and excitement for worship through music and its connection to a Christian life of faith.
6. Experience as a 'team player,' and ability to work well with others using appropriate interpersonal skills.

### Compensation:

1. Salary of \$3000 annually; \$250/month.
2. While no set time off is given, it is expected that the choir director, pastor and other music leaders of the congregation will be flexible in scheduling.

For more information, and/or to schedule an interview, please contact:

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