

# St. John's Evangelical Lutheran Church

## Job Description

### Choir Director

- I. General Responsibilities
  - A. The position of Choir Director of St. John's Evangelical Lutheran Church requires faithful service to the church and loyal leadership to all choirs.
  - B. The Choir Director needs to work closely with the Pastor, accompanist, organist, and church secretary when planning the schedules for the choirs and submitting completed choir schedules to these people.
  - C. The Choir Director will enrich each church service through their musical selections presented.
  
- II. Detailed Responsibilities
  - A. Scheduling
    - 1. The Choir Director needs to plan ahead; schedules need to be submitted for all choirs.
    - 2. The choir schedules should be submitted by season or church cycle with the following suggested: Schedule all choir music from September to the last Sunday in December; and then from January through Holy Trinity Sunday.
    - 3. The adult choir should be scheduled to sing at communion services which is: the first Sunday of each month and all festival Sundays. Also, during the summer schedule, the men's and ladies choirs could be substituted.
    - 4. All choir members should receive choir schedules for each cycle so that they know well in advance of their scheduled times to perform.
    - 5. The Choir Director should assist the Pastor each church year in scheduling a church music Sunday at which time all choir members and accompanists are honored for their contribution that they give to our church. Church Music Sunday is usually held in May.
    - 6. The men's and ladies chorus should be scheduled to sing once every six weeks with rehearsal held on the Sunday morning that they are scheduled to sing.
    - 7. The hand bells may be scheduled for preludes or musical selections according to their ability to be ready to perform.
    - 8. All choirs should rehearse on a regular scheduled cycle.
  
  - B. All music chosen for all of the choirs must coincide with the liturgy for the season and the service.

- C. The selection of music for the choirs of St. John's should be selected with the musical abilities of the choirs.
- D. Leadership
  - 1. All of the choirs will depend strongly on the leadership of their director, be prompt and dependable at all times. If an emergency should arrive you will need to contact the Pastor immediately.
- E. All Choirs represent our church at all times. The choirs need to perform and be in appearance of attire to the honor and glory of God.
- F. Music for all of the church choirs should be obtained from our present music library as much as possible to help defray additional expenses to our church. All additional monies spent on music must be approved by the Music and Worship committee.
- G. The Choir Director is responsible for maintaining a choir anthem dedication book.
- H. The Choir Director is responsible for accompanying the Youth Choir.
- I. The Choir Director should communicate with the Pastor in regards to the musical selections.

III. Accountability

- A. The Choir Director is a member of the Music and Worship Committee and should attend all of the committee's meetings.
- B. The Choir Director must receive permission from the church council to perform at another church during the church year which runs from September 1 through May 31.
- C. The Choir Director reports to the Music and Worship Committee, Staff Support Committee, and Church Council.

IV. Compensation

- A. The position of Choir Director is a paid position.

I UNDERSTAND THE JOB DESCRIPTION AND, WITH THE HELP OF GOD, WILL CONTRIBUTE TO THE CONGREGATION OF ST. JOHN'S LUTHERAN CHURCH.

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*signature*

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*date*