

Position: Chancel Choir Director
The First Presbyterian Church
Clarksburg, West Virginia
(Revised 2017)

Purpose: To direct and oversee the chancel choir.

Accountability: Accountable to the session of the First Presbyterian Church through their Personnel Committee and supervised by the pastor as Head of Staff. Works with the Music and Worship Committee.

Qualifications Necessary: The Chancel Choir Director must have competency in the fields of conducting and vocal music. Previous experience in similar positions is desirable.

Primary Duties and Responsibilities:

1. Administrative Duties:

- A. Plans and provides music for the following services of worship:
 - * 10:45 a.m. regular worship service throughout the year
 - * The Christmas Eve and Maundy Thursday services.
 - * Currently weekly practices prior to worship services (9:30 - 10:30 am)
- B. Coordinating with the Church Organist.
- C. Confers with the Pastor, selects musical pieces that will be appropriate and suitable, and orders all music necessary within the prescribed budget for the choir to perform.
- D. Supervises college student reimbursements.
- E. The choir season is normally September through May. In the off season, the Choir Director is responsible for arranging special music for worship services.

2. Group Leadership Responsibilities:

- A. Coordinates the efforts of the chancel choir with other music groups: (Organist, Bell Choir, Youth Choir.)
- B. Seeks to build a sense of church and togetherness within the various choirs and musical groups.
- C. Leading congregational songs as required.

3. Maintenance Responsibilities:

- A. Orders new robes and cleanings, as needed.
- B. Maintains music files, including performance date.

Compensation: Salary as set by the session.

Evaluation: Annual performance and salary reviews will be conducted by the pastor and the session Personnel Committee.

Termination: Guidelines for ending employment by either party are spelled out in the Church's Personnel Policies and Procedures booklet.