

2nd Congregational Church of Winsted – Baptist and Congregational
Position Description
Choir Director

Accountability: The Choir Director is accountable to and serves under the direction of the Music Committee and the Pastor, and is in agreement with the Church's Statement of Faith.

Choir Director Responsibilities:

Administrative Planning:

- A. Meet with the Pastor, the Organist, and the Music Committee on a regular, or as needed basis to review plans and objectives for worship.
- B. Attend Music Committee meetings regularly.
- C. Provide information for the church bulletin and newsletter.
- D. Be responsible for correspondence with choir members.
- E. Be responsible for and coordinate the music portion of all worship services and other occasions where choir music is used.
- F. Meet with the Music Committee or Pastor, as requested, for annual performance review.

Choir Training and Rehearsals:

- A. Train and supervise the choir for participation at regular and special worship services. Be thoroughly familiar with the anthems before teaching them to the choir. Teach music and vocal techniques. Encourage regular choir attendance as necessary.
- B. Plan and direct weekly choir rehearsals during the choir season, September-June. Choir rehearsals shall take place before the Sunday morning worship service.
- C. Schedule, plan and lead special rehearsals prior to special events, such as "Lessons and Carols," The Church in the Wildwood Vesper Service, and the annual Harmony For Hunger concert. Other changes in the regular rehearsal schedule will be communicated to the choir in a timely fashion.
- D. Prepare the rehearsal space: arrange furniture when necessary; set out music, etc.
- E. Provide music to organist ahead of time; rehearse with instrumentalists when necessary.

Music Selection:

- A. Plan anthems and special music appropriate to and for the enhancement of the worship services that fit the abilities of the choir and congregation and is appropriate for a Biblical, Traditional Protestant Church.
- B. Be familiar with and use the contents of the Choral Music Library and keep it in good order.

Music Budget:

- A. Assist the Music Committee and Organist in developing a budget for music, maintenance and tuning of instruments, and supplies necessary to maintain the music program.
- B. Consult with the Music Committee before making any purchases.
- C. Submit invoices for purchases to the treasurer of the Music Committee for approval to pay.

Benefits:

- A. Will be granted up to two Sundays per calendar year for illness or personal time off. Days are non-accruable and carry no monetary value if not used.
- B. Will be granted four Sundays per calendar year for vacation. Up to four additional Sundays of vacation time may be taken, including the summer hiatus, with a pro-rated reduction in pay.