

**First United Methodist Church
Loveland, Colorado**

Position title: Choir Director

Part-time: 10 hours per week - ¼ time - \$25 per hr. (Sept.- May)

Prepared by: Staff Parish Relations Committee

Approved: SPRC - Aug. 11, 2021

Principal Focus

The principal focus of the Choir Director is to provide a quality, inspirational music experience for church attendees through leadership of the choir.

Regular Job Duties

- Select and prepare quality music of varying genres for the choir.
- Rehearse with the choir on a weekly basis and prepare musical selections for up to eight worship services per month as scheduled with the Music Coordinator.
- Attend all mid-week worship service rehearsals.
- Coordinate all-choir activities working in conjunction with the Music Coordinator, pastoral staff, all music ensemble directors, performers and the organist/accompanist.
- In cooperation with the Music Coordinator, assist in the recruitment of participants into the FUMC choir(s).
- When necessary, schedule and conduct additional rehearsals to prepare for significant worship services (i.e. Christmas Eve, Holy Week, Easter and other special services, cantatas, rehearsals with instrumentalists and/or other church ensembles, etc.).
- Attend and participate in staff meetings, relevant church committees and church-wide events/meetings as requested.
- Maintain ongoing communication with the Music Coordinator, Senior Pastor, staff, church volunteers, and choir members.
- In collaboration with the music coordinator, provide a brief written blurb for publication at least monthly or more in The Window, spotlighting the ministry offerings of the choir(s).
- Submit relevant information regarding worship to the office manager by Wednesday at noon, including titles, composers, arrangements and CCLI # for music selections.
- Work collaboratively with the Music Coordinator to follow budget allotments for music and other needs.
- Be knowledgeable about and comply with current copyright and licensing laws pertaining to in-person and live-streamed music for worship services.
- Maintain the music library.
- Other related duties as may be assigned by the Senior Pastor.

Skills and requirements.

- Minimum of a Baccalaureate degree with a major in music and significant, successful experience directing a church choir.
- Knowledge of a wide range of excellent traditional and contemporary sacred music suitable for use in Methodist worship.
- Strong leadership, organizational, and interpersonal relationship skills.
- A heart for the spiritual formation of those in the congregation and the worship ministry.
- A team player who works closely with pastoral leadership and worship staff and volunteers to further the ministries, missions and goals of FUMC Loveland, primarily through worship that appeals to a hybrid church model (in-person and live-streamed worship).
- Effective and expressive conducting skills.
- Effective and expressive singing skills.
- Knowledge of proper vocal tone production and vocal pedagogy.