

**JOB DESCRIPTION:** Choir Director and Worship & Music Team Member

**REPORTS TO:** Senior Pastor

**CLASSIFICATION:** Salaried – 12-16 Hours per week

**Purpose Statement:** The Choir Director and Worship & Music Team Member works to help Elim achieve its worship vision which is “**to be a place to glorify God.**” This position plays a key role in making worship an uplifting, inspiring and meaningful experience.

**Position Summary:** The Choir Director and Worship & Music Team Member is an integral position in Elim’s staff leadership and worship planning team. As a leader this position’s primary role is to work with the pastor, staff, members and other contributors to shape and plan worship life in the congregation, specifically but not exclusively as it pertains to music. The position works collaboratively with others to design the worship experience, select music, invite, engage and lead other musicians and contributors to worship. The Choir Director and Worship & Music Team Member is expected to bring their creative and musical ability to help create a consistently high-quality worship experience that nourishes people’s souls.

### **Primary Responsibilities, Duties, and Performance Indicators:**

#### **Worship: Planning**

- Create weekly worship plans in collaboration with the pastor and other worship staff for all worship services.
- Create and implement seasonal worship themes in collaboration with pastor and staff.
- Discern the forms of music that are relevant to the greater community’s culture/context and Lutheran identity.
- Provide written and verbal communication with staff, musicians and participants as needed.

#### **Worship: Choir Director**

- Serve as the primary Choral Director of the senior (chancel) choir.
- Select and direct music for liturgies, holy days, and special celebrations.
- Recruit and train adult choir members (ages 16+)
- Recruit and engage other musicians both paid and unpaid within the annual budget set by the church council and program plan set by the Pastor with the administrative team.
- Provide leadership to other worship leaders, musicians and vocalists.
- Provide leadership and direct contemporary and traditional musicians.
- Schedule and lead regular choir rehearsals, and other rehearsals as needed.

#### **Administration**

- Meet with the Senior Pastor for weekly worship meeting and/or as needed.
- Participate in staff meetings and other meetings necessary for worship life.
- Identify and recommend resources and equipment necessary for the Worship and Music ministry

- Inventory and order worship and music supplies within budget guidelines.
- Serve as primary staff person responsible for maintaining the music library, copyrights, and related materials.
- Seek feedback and input from all stakeholders in the congregation's worship life.

### **Budget and Reports**

- Prepare a Worship and Music budget recommendation annually and submits it to the proper authority by deadline.
- Prepare a Choir Director and Worship & Music Team lead report for the Annual Report and submit to Office Administrator by deadline.

### **Background, Skills, and Qualifications:**

- Bachelor's degree in music or equivalent relevant experience in worship leadership.
- Proficient skills as a pianist; proficiency in additional, other instruments is a bonus.
- Background in both traditional and contemporary church music styles with a specific interest and ability in traditional worship styles.
- Excellent interpersonal skills and strong organizational skills.
- Ability to effectively engage with and motivate people.
- Communicate and work positively and collaborate effectively with staff, volunteers, church members and community members.
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff.
- Handle emergencies as they arise and maintain confidentiality in all matters.
- Function independently and use good judgment in decision making related to duties.
- Availability on Sunday mornings and Wednesday evenings, subject to worship schedules, adjusting working hours to accommodate workload as needed.
- Ability to pass a background check, complete safe environment training and other training as may be required by church leadership and/or senior pastor.

**Spiritual Life and Self Care:** Attend to your spiritual life and personal needs in a way that fosters wholeness and vitality in ministry.

**Support:** Support for this position will be provided by all co-workers, pastoral staff and Elim Personnel Committee.

**Compensation and Benefits:** To be mutually agreed upon at the time of hiring, reduced to writing under signatures and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. An Employee Handbook shall be furnished and will serve as a resource to all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.