

Sierra Vista Evangelical Lutheran Church  
Position Description for Music/Choir Director

I. Summary:

The Music/Choir director will work in accord with the Worship and Music Committee (under the Church Council) and coordinate with the Pastor, Intern and other staff to lead the Congregation in worshipful music and singing at regular and special services and arrange for special music as necessary. This position supervises the SELC organist, and the Contemporary Worship team leader(s). Hours will vary as required.

II. Qualifications:

1. Faithful in Christian belief and practices, with a good understanding of Scripture and Lutheran doctrine.
2. Superior musicianship.
3. Practical experiences as a choir director with a clear and expressive conducting technique, advanced score reading skills, understanding of healthy vocal production techniques, knowledge of the principles of good diction, ability to employ effective rehearsal techniques to lead and teach choir members with a wide range of experience and talent.
4. Familiarity with and appreciation for the Lutheran liturgy and the role of music in enhancing the worship experience, including traditional, contemporary, and blended services.
5. Extensive knowledge of sacred choral repertoire and a willingness to explore and utilize a wide variety of musical styles.
6. Effective communication skills and the ability to work collegially with others to grow a vibrant music program.
7. Supportive of ecumenical music activities with other congregations in the community.
8. Ability to build, manage, and maintain a budget and salary worksheet.
9. Knowledge of copyright laws.

Preferred Qualifications:

1. Bachelor's degree (or higher) in music.
2. Proficiency in keyboard.

III. Responsibilities:

1. Assist and coordinate with the pastor and/or intern and worship team in planning for all worship services and seasonal emphases considering the needs and desires of our congregation as a worshipping community.
2. Use available resources such as the Evangelical Lutheran Worship hymn book, *Sundays and Seasons* planner, and other resources such as online Christian music sites.
3. Study hymns, canticles, songs, and anthems for the service to properly convey meanings and correlate music to themes from lectionary or received from pastor/intern.
4. Develop and submit schedules for services (Special music at least 60 days in advance and hymns 30 days in advance) updating as necessary. Provide copies electronically to pastor, intern, administrative assistant, Worship and Music committee, organist, Worship leaders, and all choir members. Strive to have Special Music at all services; choir, soloist, instrumentalist, bell choir, etc. to lead worship and enhance the worship experience. Recruit and prepare them as needed; arrange for an accompanist(s), e.g. Pianists, Trumpeters, Drummers, Flautists, as needed. Arrange other special music at High Festival services such as Christmas, Easter.
5. Monitor and post the *Sundays and Seasons* calendar on the Music Room bulletin board.
6. Prepare and direct Chancel Choir.
7. Assist with leadership and preparation of music and musicians for the Blended Service.
8. A. Order music and other music supplies.

B. Maintain music libraries for Chancel Choir and contemporary praise music.

C. Update spreadsheets at least quarterly as new music is ordered.

9. Provide input to administrative assistant and review weekly bulletins.
10. Develop annual budget and submit for approval to Chair of Worship and Music Committee. Update budget monthly. Maintain all receipts and expense reports.
11. Update Music Flyer periodically for welcome center as needed.
12. Assign robes to choir members; maintain choir roster and corresponding robe and music folder roster assignments.
13. Arrange for maintenance and tuning of all three pianos. Arrange for maintenance of the organ and keyboard; maintain music stands and lights/piano lamps.
14. Arrange for and oversee proper Copyright permissions and publications.
15. Provide Music Ministry Annual Report to the Administrative Assistant and Chair of Worship and Music committee.
16. Assist with arranging for special music for weddings and funerals as needed.
17. Coach Pastor/Intern, other worship leaders on intoning the liturgy as needed.
18. Provide for a substitute choir director when not available.
19. Attend staff meetings as and report to Worship and Music Committee as necessary.
20. Select and direct music for Advent and Lenten cantatas; arrange for accompanying musicians and distribute scores.
21. Maintain Music Room.
22. Maintain control of assigned keys to the church, the church office, and the fellowship hall, as well as the Music Room cabinets.  
Take advantage of continuing music education opportunities.

#### IV. Terms of Employment:

- The SELC Music and Choir Director is employed on a twelve-month basis, with a reduced salary during June through Aug when the choir is on hiatus.
- Salary: Salary commensurate with education and experience.