

Hockessin United Methodist Church

Director of Choirs

Job Description

Revised May 2022

Position Description

The Director of Choirs is a part-time, salaried position, reporting to the Senior Pastor, with the responsibility for leading the choirs and related music ministry at the Hockessin United Methodist Church (HUMC).

Functions and Requirements of Position:

- Coordinates and actively works to grow the various choir music ministries of HUMC throughout the year; develops volunteer leadership that supports the various choirs and music groups.
 - Select appropriate music to support the church's ministry in a way that develops the congregation and choirs both musically and spiritually.
 - Schedule soloist music for worship when choirs do not sing
 - Actively recruit and welcome members to join the choirs
 - Direct the Chancel Choir in special musical events as coordinated with Pastor
 - Manage choir resources (e.g., music library, robes, folders, octavos, instruments, computers)
 - Maintain responsibility for the provided budget
 - Manage the CCLI (Christian Composer License) and any other music licenses required
 - Seek to participate in collaborative or outreach musical events for the community
- Directs the Chancel Choir, Youth Choir, Children's Choir – and preferably Bell Choir – from September (Sunday after Labor Day) through June. Responsibilities include:
 - Prepare for and lead weekly rehearsals of the Chancel Choir and periodic rehearsals of other choirs as appropriate
 - Direct the Chancel Choir at the 9:00 and/or 11:00 service and at other HUMC church worship services as coordinated with the Pastor
 - Direct the Youth and Children's Choirs during periodic worship services or at other times.
 - Provide weekly Chancel Choir anthem and service music to the Pastor as scheduled
- Attend staff meetings, worship planning meetings, and other church meetings
- Participate in at least one continuing education workshop (event, etc.) each year.
- Actively participates in the life and events of HUMC
- Participate as a member of the Safe Sanctuary Team

Staff Relationships:

1. Report to the Senior Pastor. Active member of the HUMC staff.
2. Receive active guidance from and work closely with the Celebrating Cluster Leader and Church Council.
3. Work with Pastor, Staff, and Celebrating Cluster Leader to set the direction of the overall music ministry at HUMC in support of the church's vision.

Qualifications:

- Committed Christian leader
- Music degree preferred; ability to read and perform music required
- Previous music directing and leadership experience required
- Skilled and supportive of many types/styles of music (traditional and, preferably, contemporary)
- Strong leadership, planning and interpersonal skills
- Capable computer skills are preferable to enable musical interaction with audio/visual media