



Trinity Lutheran Church  
301 E. Stuart St.  
Fort Collins, CO 80525  
(970) 482-1226

### **Position Description for Chancel Choir Director**

**Mission:** The primary role of the Chancel Choir Director is to support the ministry and mission of Trinity Lutheran Church (“a welcoming faith community living together in God’s love to share the joy of Jesus Christ”) through the music ministry. The mission of Trinity’s music ministry is to bear witness to the Gospel through liturgy, hymns, songs, special music, choirs, instrumental groups and other music in order to enhance the spiritual growth of all who worship at Trinity.

### **Responsibilities:**

- Direct the Chancel Choir in weekly rehearsals in preparation for participation in worship each Sunday, September – May
- Direct the Chancel Choir during participation in worship each Sunday, September - May
- Prepare the choir for special services throughout the church year such as Thanksgiving, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Easter and Pentecost as determined in consultation with the Pastor(s) and the Worship and Music Ministry
- Assure that the music library is maintained properly
- Lead choir participation in community choir events as needed at the discretion of the director
- Attend worship planning meetings with the Pastor(s), Church Musician, and other Choir Director(s)
- Cooperate with the Pastor(s) and the Worship and Music Ministry to accomplish planning tasks and provide leadership to the music program
- Arrange for and purchase music and music supplies for the Chancel Choir, limiting the expenditures to the amount provided in the Worship and Music budget
- Choose choir selections to follow the church’s liturgical year and appointed texts for the day, and encourage involvement of choir members in choral choices
- Monitor the choir budget and provide input regarding the choir budget to be included in the annual budget request submitted by the Worship and Music Ministry
- Participate with the Worship and Music Ministry in developing short and long range plans
- Work with the Pastor(s) and the Worship and Music Ministry in choosing hymns as requested
- Encourage the musical gifts of members of the congregation for use in Trinity’s ministry

- Seek out and engage community instrumental and vocal musicians for special services and/or concerts
- Write articles for the Tidings and bulletin announcements as requested to expand the congregation's knowledge of liturgies, hymns, seasons, etc.
- Maintain professional competency by attending workshops, etc.
- Attend Worship and Music Ministry meetings

**Expectations:** As a member of Trinity's staff and one of the "faces" of Trinity representing the congregation, the Chancel Choir Director will:

- Work in collaboration with Trinity's staff, pastors, council, and congregation members
- Commit to following Trinity's staff covenant and Employee Handbook
- Receive supervision, evaluation and direction from pastors and congregation council
- Participate in weekly staff meetings
- Invite and equip/coach volunteers from the congregation to carry out the music ministry

**Qualities:** The Chancel Choir Director should possess the following qualities, skills and experience:

- A sense of calling to this ministry; passion and commitment to Trinity's mission
- Knowledge of the skills in directing vocal music
- Knowledge and understanding of Lutheran liturgical worship practices
- Ability to relate to others with good interpersonal skills

**Compensation:** The Chancel Choir Director position is a part-time position consisting of weekly rehearsals and performances at weekly Sunday services during the months of September – May.

The salary for this position is based on experience and knowledge.