Job Description

Director of BELC Choirs

Bethlehem Evangelical Lutheran Church

# Purpose of the Position

The Director of Choirs is responsible for directing and supervising all choirs, organizing instrumentalists and special music, and, in consultation with the Co-Pastors, planning overall music ministry – with the exception of i.o.t.a. – in accordance with the Lutheran tradition and resources of the Evangelical Lutheran Church in America (ELCA).

# Responsibilities and Duties

1. Direct Senior Choir, the adult choir
	1. Plan anthems for every Sunday excluding i.o.t.a. Sundays
	2. Organize and communicate all rehearsals and anthems
	3. Communicate with organist / pianist / accompanists to plan and support each Sunday
2. Direct Joyful Noise, the youth choir
	1. Plan and select all anthems throughout the year
	2. Organize and communicate all rehearsals and schedule with parents
	3. Teach chimes to youth
3. Direct Mighty Fortress Ringers, the handbell choir
	1. Plan anthems for handbell Sundays
	2. Organize and communicate all rehearsals and schedule with all handbell members
4. Direct the Christmas Pageant
5. Support all extra services during Christmas, Lent, Holy Week, and Easter
6. Organize soloists and instrumentalists for worship services
7. Work with any volunteer choir directors, as necessary
8. Solicit and organize special music for the summer months, as needed
9. Select weekly hymns and service music, except for the Hymn of the Day, in consultation and collaboration with the Co-Pastors, excluding i.o.t.a. Sundays
10. Order new music as needed / desired, maintain the music database, and keep all music filed and in order
11. Order equipment and supplies to support the choirs
12. Participate in weekly music ministry and staff meetings as needed and required
13. Collaborate with the Co-Pastors and designated lay leaders in planning the music ministry of the church
14. Manage and track the budget related to music ministries

# Required Qualifications

1. **Love of God** – A love for God and God’s Word, a deep sense of commitment to Christian faith, and a passion to share God’s word through music
2. **Love of People** – A love for people of all ages and an appreciation of their individual gifts
3. **Love of Service** – A love for serving God’s people and having a servant’s heart
4. **Character** – A strong personal moral ethic and trustworthiness, including the ability to keep confidences
5. **Communications** – The ability to communicate, both verbally and in writing, with people of all ages
6. **Administration** – An ability to be a self-starter, to work independently, and to organize and administer programs
7. **Leadership** – An ability to lead confidently yet empower and entrust others
8. **Teamwork** – The ability to work with the Co-Pastors, professional staff, office administration staff, Ministry Teams, volunteers, and congregational members to execute and effective music ministry at Bethlehem
9. **Experience** – Experience in the choir direction, preferably a church choir, is required
10. **Education** – Degree(s) in music or music education is desirable

# Supervision

The Director of Choirs will be under the direct supervision of the Co-Pastors. The Director of Choirs will work closely with the Co-Pastors, church staff, and designated lay leaders.

# Time and Effort

The position of Director of Choirs requires approximately 14 hours per week, with more time required during the seasons of Advent and Lent, especially Holy Week, and less time required during i.o.t.a. Sundays and summers. Hours are dependent upon the scheduled practices and services.

# Salary and Benefits

The Director of Choirs position is a salaried position with an annual salary commensurate with experience and education. Benefits will be in accordance with the Bethlehem Staffing Handbook. Continuing Education is available.

# Policies

The position of Director of Choirs requires successfully passing an FBI background check and compliance with BELC Staffing Handbook policies, including Bethlehem’s confidentiality and child / adult safety policies.