Central United Methodist Church

5144 Oak Street; Kansas City MO 64112

(816) 753-1844 www.connectatcentral.com

**JOB DESCRIPTION**

**POSITION:** Choir Director

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The Choir Director serving Central United Methodist Church has a sincere faith in Christ that provides the foundation for work in the church. The Director collaborates with the Senior Pastor in the creation of meaningful worship experiences that fully engage choir members and worshipers. The Director leads the congregation, choir, and other musical groups in worship music, utilizing a wide variety of music, including classical works, traditional hymns of the Christian church, spirituals, contemporary Christian music, jazz, and secular pieces that connect with the worship theme.

**ESSENTIAL FUNCTIONS:** Any activity that cannot be removed from the job without significantly altering the nature of the job.

1. **Directs the Central Choir**
2. Collaborates with the Senior Pastor in planning worship services.
3. Chooses choir music for each worship service that is appropriate for the church season and theme of the worship service.
4. Purchases new music, insuring innovation and freshness in choir music.
5. Rehearses with the choir on Wednesday nights and/or other times as mutually agreed upon.
6. Plans anthems far enough ahead to provide ample opportunities for practice.
7. In conversation with the accompanist, insures that instruments (pianos, etc.) are in good repair and are tuned at appropriate times.

g. Proficiency in piano is preferred. Might serve as accompanist for choir for rehearsals and performances. **\*\* Please note that this job function will be negotiable, depending on the individual hired in our concurrent organist search.**\*\*

**2. Coordinates Musical Ensembles**

a. When the full choir is not singing, insures that there is special music each week of the year.

 b. Seeks out and invites people within and beyond the Central UMC community, with special

 attention towards students at UMKC and other area schools.

 c. Arranges qualified substitutes for all absences.

**5. Invites and encourages broad participation in the music ministry of Central, from both within the Central UMC membership and also into the community.**

 a. In conversation with the Director of Children’s Ministry, explores the possibility of creating a children’s choir. Staffing/leadership of that choir would be decided in future conversation.

 b. Creates/recreates the bell choir by recruiting ringers. Staffing/leadership of that choir would be decided in future conversations.

 c. Helps to create an invitational, inclusive and welcoming culture within the Central choir, seeking out new members of all skill levels.

d. Invites and supports musicians in our community, with a particular eye towards student musicians from UMKC and other area universities.

**4. Supervises Music Intern Position**

a. Encourages and supports the Music Intern as they use their time at Central to expand and hone their musical skills.

b. Insures that they are actively involved in the music ministry in ways that benefit both Central UMC and the intern, such as leading hymns, assisting with choir direction, or leadership of one or both choirs named above. The specific functions of the Music Intern will vary, depending on the individual and the needs of Central at the time.

**STAFF BEHAVIORAL COMPETENCIES:**

**Describe the knowledge, skills, and abilities needed to demonstrate the behaviors expected to meet Service Excellence goals:**

1. Managing work: manages time and resources to ensure that work is completed efficiently.
2. Building trust: interacts with others in a culturally diverse environment in a manner that builds trust.
3. Building loyalty: builds productive relationships; helping to establish loyalty and improve satisfaction.
4. Team success: actively participates as a member of the team who works with others to meet team goals.
5. Judgment: uses sound judgment, including others when necessary, when making decisions.
6. Flexibility: adapts well to changing circumstances, especially rare but unavoidable last-minute changes.

**To whom does this position report?** Pastor

**What positions are supervised by this position?** Music Intern

**COMPENSATION:**

* The Choir Director is a part-time position of approximately 10 hours/week, with an annual salary of $14,000, and is subject to policies outlined in the Employee Handbook.