



BETHLEHEM LUTHERAN CHURCH

Job Description – Chancel Choir Director

Reports to Head of Staff Pastor
Updated: May 16, 2024
Status: Part Time (see Addendum)
FLSA: Exempt
Salary Range: \$10,800 - \$13,500

From our Vision, Mission and Commitments: Worship is the heart of our congregational life from which everything flows. Worship provides an experience of the living God that deepens our faith and calls us to action in daily life. Worship shapes us with beautiful music, well-prepared leadership and thoughtful preaching. Worship stretches us to experience the living God in new ways but is always grounded in forming community and witnessing to an authentic Lutheran understanding of faith in Jesus Christ. Worship is energetic, thoughtful, intentional, and full of joyful noise.

Job Summary

The Chancel Choir Director will have general responsibility for organizing, rehearsing and conducting the performances of Bethlehem's Chancel Choir during the months of September through May.

Essential Functions

- 1) Prepare for and lead weekly choir rehearsals throughout the program year (September – May, approx. 1.5 hours weekly for rehearsal, prep. time additional).
- 2) Conduct choir in singing anthem and/or providing other significant musical leadership each Sunday (September – May, approx. 1.5 hours weekly).
- 3) Select choral music in a range of genres and styles appropriate to liturgical year and church season
- 4) Develop plan in partnership with Director of Music Ministry/Organist to hire, coordinate and direct instrumentalists needed for accompaniment of special pieces
- 5) Collaborate, as appropriate, with co-pastors, Director of Music Ministry, staff, and other key leaders to enhance the worship and music life of the congregation, including participating in budget planning as it pertains to music and choir-related expenses.
- 6) Ensure appropriate support for choir, including management of choir-related communications, choir robes, and music library.

Qualifications and Core Competencies

- Minimum 5 years experience in directing high level choral music
- Skills at a level sufficient to perform works in a variety of musical genres and styles
- Strong knowledge of voice and choral singing: tuning, blending, etc.; good singing voice a plus
- Ability to lead and encourage a diverse group of volunteer singers (approx. 25) with differing levels of musical ability; experience directing a church choir is desired

- Position requires an understanding of the liturgical year, Christian musical and liturgical traditions, and ability to select appropriate music to coincide with scripture and worship themes
- Familiarity with Lutheran liturgical resources preferred
- Strong organization and verbal and written communication skills
- Ability to work on a team, including with volunteers, to carry out the ministry of music and initiate new opportunities
- Bachelor of Arts degree in choral directing and voice, or equivalent experience. Advanced music degree preferred.

Signature

Date

Addendum

Chancel Choir Director

This is effectively a nine-month position, with primary activity running from September through May. These dates are subject to change by agreement with the Head of Staff Pastor and Executive Committee of Council.

The work schedule includes:

- Wednesday evening rehearsals, traditionally held 7:30 – 9:00 pm, except during the Lent, when the Wednesday rehearsals are from approximately 7:45 – 9:15 pm
- Additional rehearsals as needed, at a time agreeable to the affected parties
- Sunday morning anthems at one service. When two services are scheduled, such as on Easter, the Chancel Choir will sing at both services.
- Additional choir anthems may be provided on some Wednesday evenings during Lent on a schedule arranged in cooperation with other musical group leaders and pastoral staff
- The choir sings in the evening on Ash Wednesday, Maundy Thursday, Good Friday and both services on Easter Sunday, and up to 2 services on Christmas Eve
- Up to two times per year the choir provides a “sermon of music” as part of Sunday morning, once in late November or December and again in the spring following Easter. These Music Sundays may include a major work, such as the Rutter Gloria, the Vivaldi Gloria, or the like, with instrumentalists; or several choir anthems.
- The choir has off the Sunday after Thanksgiving, the Sunday after Christmas, and the Sunday after Easter, as well as during the summer months
- Music and pastoral staff meet each summer to plan music leadership calendar for coming year

Paid Vacation: None

Unplanned Time Off: Per the Policy Manual

Signature

Date