

Concord Church Position Description
Job Title: Choir Director, Student Ministry
Reports to: Minister of Music, Worship, and Fine Arts
Updated: May 31, 2018
Non-Exempt

General Summary

This position is responsible for developing a choir that compliments the liturgy, the preaching, and the spirit of the church members. Provides music for events as scheduled by the Minister of Music, Worship, and Fine Arts and for special occasions such as weddings and funerals.

The Choir Director exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Plan, select, direct, and teach music by the use of sheet music or WROTE the musical selections for the assigned Concord Church Ministry (Student Ministry) in consultation with the Minister of Music, Worship and Fine Arts.
- Maintain and update the music library for the ministry's musicians and vocalists.
- Provide leadership and direction for musicians and vocalists in rehearsals and performances.
- Ensure that musicians and vocalists have the appropriate apparel for the ministry.
- Collaborate with Minister of Music, Worship and Fine Arts on budget requirements for the ministry.
- Attend and successfully complete all training required by Concord Church.
- Perform other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no supervisory responsibility.

Education and Experience

This position requires a minimum of a high school diploma or GED. A minimum of 3 years of choir direction experience is required. Must be able to read music and lead SATB parts for rehearsal (1-4 at a time).

Physical Requirements

An employee in this position primarily works in a rehearsal or performance space. An employee in this position is required to walk, hear, speak, and stand to attend and deliver performances. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

Occasional travel is required for this position.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.