

Heritage Presbyterian Church Choir Director Job Description

Objective: Provide leadership for the choral music ministries of Heritage Presbyterian Church to bring glory to God through music in worship.

Responsibilities

- **Worship** – Work with Pastor and Pianist/Worship Coordinator to plan and schedule choral anthems (twice monthly) and soloists or small ensembles for Sunday worship and other special services.
- **Chancel Choir** – direct choir of volunteer singers (12-20 average), rehearsing and providing quality performance of appropriate anthems in worship twice monthly.
- **Music Program Support** – Work collegially with church staff and volunteers, including the Angel Bells volunteer director, to encourage and support all music activities of the church.
- **Administration**
 - **Music Catalog** – Update musical selections and performance dates.
 - **Copyright Compliance** – Work with staff and volunteers to maintain records and ensure copyright compliance for all music-related ministries.
 - **Communication** – Communicate efficiently and frequently with staff and members by regularly checking and replying to church e-mail (typically within 72 hours), and meeting bulletin and newsletter submission deadlines. Director must utilize Office 365 and OneDrive shared planning documents.

Accountability

This position reports to the Pastor as Head of Staff as direct supervisor and is expected to work closely and collegially with other church staff and leaders. The Personnel Committee functions in the role of Human Relations for employee needs or concerns.

Hours and Leave

This position follows a school year-based program calendar of August through May. A regular schedule of 2 Sundays per month will be arranged, with hours on Sundays from approximately 8:30 am to 1:30 pm, including worship preparation, one worship service at 10:30 am, and choir rehearsal following worship. The Choir Director is expected to provide leadership for additional worship services on Ash Wednesday, Holy Week, and Easter Sunday (with additional stipend provided). Additionally, the Choir Director is expected to check HPC-provided e-mail twice a week remotely and reply in a reasonable and appropriate timeframe.

There is no paid leave for this position, but the Choir Director may negotiate alternative scheduling for up to 3 Sundays annually, provided arrangements are made at least one month in advance with the Pastor/Head of Staff and Pianist/Worship Coordinator.

Job Requirements

- Excellence in music theory and practice, with related degree or experience.
- Experience in directing and ability to lead volunteer singers with varying skill levels.
- Familiarity with a variety of styles of sacred music.
- Understanding and support of PCUSA theology, polity, and structure of worship.
- A commitment to the HPC vision/mission statement and core values.
- Excellent interpersonal and communication skills
- Collegial and collaborative work style with high levels of initiative and personal responsibility.

Compensation

The Choir Director will be paid at a rate of \$250 for each Sunday (service + rehearsal), and \$150 for each non-Sunday service. Easter Sunday will be at \$250 Sunday pay rate. No additional benefits are provided.