

Faith United Methodist Choir Director/Music Coordinator Job Description

The choir director/music coordinator should have earned a bachelor degree in music and have some education and experience in conducting a choir. Other education and workshops are encouraged. Good organizational skills are needed to coordinate musical programs and schedules. The director/coordinator should have a strong Christian faith and desire to use their musical gift to glorify God.

Requirements:

- Ability to be led by the Holy Spirit in creating passionate, vision centered worship.
- Reliable, trustworthy, self-starter, and excellent at following through on detail.
- Ability to work well with and train volunteer singers.
- Proven leadership skills utilizing a cooperative, collaborative team leadership style.
- Strong interpersonal skills with the ability to maintain healthy and motivating relationships with the pastor, co-workers, and volunteers.

Job Responsibilities:

1. Organizes and coordinates with all musical groups for the music schedule. Schedule should be printed and given to all music members and the church office.
2. Coordinates meetings with the pastor on a regular basis to plan worship services.
3. Rehearse, prepare, and direct the chancel choir.
4. Recruit members for the chancel choir and other musicians as needed.
5. Oversee the church music library, choir robes, maintenance of instruments, and other related items.
6. Spend time each year listening and purchasing music for the year.
7. Submit yearly a music budget for the next year to the church finance committee.