

GRACE LUTHERAN CHURCH

Saint Paul, Minnesota

Number 5.2.7
Effective Date June 2008

Triple Gs (Grace's Glory Group) Director

Job Description

1. The Triple Gs Director shall have responsibility for leadership of the Triple Gs (hereinafter referred to as Choir) and shall consult with the other choir directors and the Worship and Music Committee on scheduling.
2. Provide choral music at worship services as scheduled by the Worship Music Coordinator.
3. Conduct and schedule rehearsals as needed.
4. Work in close collaboration with the Pastors, other choir directors, organist and the Worship and Music Committee.
5. Attend meetings of the Worship and Music Committee. Offer advice and assistance to the Committee (as requested) in its overall concern for the worship life of the congregation and , at the same time, give careful attention to the suggestions and recommendations made by the committee.
6. Responsible to the Senior Pastor.
7. is responsible for the overseeing of such organizational matters as care and storage of choir music, recruiting of personnel for choir, promoting regular choir attendance.
8. Submit to the Church office titles of music to be sung and other related information for inclusion in the service bulletins no later than Wednesday of the week the choir sings.
9. Purchase music and music supplies for the choir program. Expenditures shall not exceed the amount provided in the Church budget. All invoices must be presented as soon as possible to the Worship and Music Committee for approval of payment.
10. May attend Church music conferences, camps, institutes, or worship workshops, and have tuition expenses reimbursed when previously approved by the Worship and Music Committee, as budget permits.
11. The Director shall give notice of termination of employment at least 30 days in advance. The Church Council shall give 30 days advance notice of termination of employment.