

Title of Job: Joyous Juniors Choir Director (A Volunteer Position effective 9/1/2015)

Summary of Job:

Provide leadership and direction of the Joyous Juniors Choir, including instruction in church etiquette, worship participation and reinforcing Christian life as they participate at worship services and special occasions for Grace Lutheran Church.

Supervision:

Ultimate authority – Congregation Council acting on behalf of the Congregation

General guidance and direction – Worship and Music Committee

Day to day supervision – Pastor

Major Job Tasks:

1. Prepare, schedule and rehearse the Joyous Juniors Choir for their participation at selected regular Sunday worship services and other special church services as scheduled by the Worship & Music Committee.
2. Work in collaboration with the Pastor, other choir directors, the Organist and Worship and Music Committee in planning services.
3. Select appropriate music for the Choir with regard to lectionary texts, Lutheran theology and a variety of styles and levels of difficulty.
4. Present titles of selected planned anthems to the Organist or accompanist two to four weeks prior to rehearsal by the Choir, and to the church office by the required deadline preceding performance for inclusion in service bulletins.
5. Attend and participate in Worship and Music Committee meetings.
6. Recruit Choir members and promote regular Choir attendance.
7. Organize and oversee the storage, care, maintenance and inventory of the Choir's music, robes and instruments.
8. Purchase music and music supplies for the Choir program with prior approval by the Worship and Music Committee as its budget allows, and promptly provide invoices to the Committee Chairperson for payment approval.
9. Find a replacement to direct the Choir in the event of your scheduled or other approved absences.

10. Attend church music conferences, camps, institutes or worship workshops with reimbursement in advance when approved in advance by the Worship and Music Committee as its budget allows.
11. Provide 30 days advance notice of intent to terminate employment with Grace, if possible.

Required Education/Knowledge, Skills and Abilities:

1. College graduate and minimum of three years knowledge and experience directing children's church and/or other choirs and with strong communications, social and organizing skills preferred. Internet and computer skills appreciated but not required.
2. Ability to meet and greet people in a pleasant manner in person and over the telephone, speak and understand English and possess good listening skills and have ability to maintain confidentiality.

Physical Demands:

Frequently required to sit, talk, hear, stand, walk including up and down stairs, and use hands to write, play music keyboards and handle objects and reach out with hands or arms. Occasionally lift up to 10 pounds. Vision requirements include close vision, distance vision and ability to adjust focus.

Work Environment:

Work is performed indoors in a building with appropriate heating, cooling and lighting.