



First Presbyterian Church Mission Statement

Living out our love for Jesus Christ:
we worship passionately; serve diligently;
love unconditionally and teach Biblically.

Position Description: Choir Director

Fair Labor Standards Act FLSA Status: Exempt

Compensation Status: Part Time Position

Contact for Position: Theresa Sutton

✉ tkaysutton@gmail.com

☎ 316.788.2831

📱 316.207.2790

Overview: The Choir Director has the primary responsibility of leading the congregation in Christ-centered worship music by directing the Chancel Choir. The director selects gospel-rich traditional and contemporary choral music for the choir.

Accountability: This part-time role is accountable to and works under the supervision of the Senior Pastor, Worship and Personnel Ministries, and Session and maintains a close working relationship with all parties as well as the community of musicians within the church.

Employment: Employment is at will from both parties and approved by Session upon recommendation of the Worship and Personnel Ministries in consultation with the Choir Committee. The expected hours for the position are Wednesday evenings 2 hours, Sunday mornings 2 hours, and as needed for special services. We do not require membership of the church as part of this position. However, if it is something that you feel called to do, we would welcome you into a new member's class and lead you through membership.

Characteristics & Responsibilities:

- A committed Christian who seeks to grow stronger in their personal relationship with Jesus Christ, and who has a heart for worship that brings glory to God.
- Strong communication, organizational and interpersonal skills.
- Direct the Chancel Choir during Sunday worship services and other special Worship services including, but not limited to, Maundy Thursday, Thanksgiving, and Christmas Eve.

- Maintain a warm, encouraging environment that promotes spiritual growth and community among choir members.
- Select appropriate music that fits the style and limitations of the choir.
- Conduct a weekly one hour Chancel Choir rehearsal preparing music for the next 2-8 weeks. Extra rehearsals for special events, such as a cantata, may be scheduled.
- Select or provide the appropriate music for worship and the choir including introits, anthems, prayer responses, and benedictions in consultation with the Pastor. In addition, selection of special and/or seasonal music, such as for Christmas or Easter cantatas, with the allowance of adequate rehearsal time leading up to the service.
- Rotate musical styles from classics through contemporary so that most musical tastes will be satisfied.
- Arrange for any special music as necessary when the choir does not sing.
- Assist with the selection and purchase of new music and cantatas as needed, using the existing music files as appropriate, as well as manage the music library in conjunction with choir volunteers.
- Provide a substitute for any planned absence, or if unable, consult with Worship and/or Personnel elders for assistance.
- Attend meetings as requested by the Pastor, Worship, or Personnel Ministries to plan or discuss worship services. This may also include coordination with the praise team leader for any combined services.

Required Competencies and Abilities:

- Model a Christ centered lifestyle that aligns with the evangelical reformed theology as articulated by the Westminster Standards and the Evangelical Presbyterian Church (EPC) Essentials of Faith. For clarification reference: WestminsterStandards.Org or <https://epconnect.org/>
- Secondary Vocal Education Degree is preferred.
- Proficiency in choral conducting skills, vocal coaching, rehearsal techniques, and reading a four part score.
- Commitment and ability to recruit and encourage new vocal talent.
- Experience with managing annual music budgets for choir needs.
- 3-5 years of experience in Chorale Directing would be a plus.
- Accordance with the Evangelical Presbyterian Church (EPC) and its governing Book of Order is expected.

Application Process: Interested candidates should submit a resume, a statement of faith, and a link to video samples (*if available*) of past worship leading to tkaysutton@gmail.com. After initial

interview, an audition by guest-directing the choir for one practice and one worship service may be requested.

Physical Requirements: The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions to this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally required to carry or lift items up to twenty-five pounds.
- Occasionally performs activities that require bending and reaching, squatting, balancing and trunk twisting throughout the day.

Working Environment/Conditions:

- Persons employed in these duties are not called on as part of their employment to perform or assist in emergency medical care or potentially exposed to bloodborne pathogens.
- The noise level is moderate.

Benefits & Compensation:

- Compensation is salaried; ranging from \$10,000 to \$11,900 per year commensurate with experience. The initial 180 days of employment will serve as a probationary period.
- The Choir Director may give rehearsal breaks on the Wednesday eve of special Holidays or events in coordination with the Worship elder and Senior Pastor.
- The choir may take a summer break generally starting the second Wednesday in July and resuming the second Wednesday in August. The Choir Director remains involved in the summer music ministry throughout the break.
- Five paid vacation days per year are available after the first six months of employment.

For questions call the FPC church office at 316-788-2831 or Theresa Sutton at 316-207-2790.