

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 and other church activities.

Responsibilities

- **Worship** – Work with Pastor and music staff to plan and schedule for the music needs of weekly and special worship services, including selection of congregational hymns upon request.
- **Music Program** – Provide leadership and oversight of choral music programs, including:
 - **Vocal Music** – Direct Chancel Choir, ensembles, and soloists, selecting music, scheduling and leading regular rehearsals, and delivering appropriate music at a quality performance level for worship and other activities.
 - **Handbells** – Support volunteer director of handbell choir in selecting and leading regular rehearsals, participating as a bell choir member as needed. Work with Worship Committee to ensure regular maintenance and care of handbells.
 - **Praise Kids** – Provide leadership or coordination of leadership for children’s music program, with an objective of introducing sacred music in an age-appropriate, engaging way through singing, instruments, and movement. Arrange for occasional performances in worship and other church activities.
 - **Other Music Activities** – Work with staff and church leaders to plan and provide for other music activities of the church, such as hymn sings, caroling to assisted living facilities, hosting of other choirs, etc.
- **Administration**
 - **Music Catalogue** – Maintain complete catalogue of music in the HPC collection, listing title, arrangement and number of pieces, and last performance dates.
 - **Copyright Compliance** – Work with staff and volunteers to maintain records and ensure copyright compliance for all music-related ministries.
 - **Communication** – Communicate frequently and efficiently about musical opportunities to choir members, the congregation, and community through personal communication (i.e. e-mail) and church communication (i.e. bulletin, newsletter, social media).
 - **Budgeting** – Advise Worship Committee of annual budget needs and oversee budget line items or restricted accounts to make purchases as approved.

Accountability

This position reports to the Pastor as Head of Staff as direct supervisor, but is also expected to work closely and collegially with other church staff and leaders. A performance review will be conducted annually for all staff by the Personnel Committee, who functions in the role of Human Relations for employee needs.

Job Requirements

- Excellence in music theory and practice, with related degree or significant experience.
- Experience in choral directing, particularly vocal and handbell.
- Ability to lead volunteer musicians 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.

Hours and Leave

This is a salaried position with expectation of in-person participation on Sundays and regular choir rehearsals as scheduled on Sundays or throughout the week. Additional and non-Sunday hours are required during Advent (Cantata), Christmas Eve, Lent (Ash Wednesday, Maundy Thursday, Good Friday), Easter, and other special events in the church year (i.e. Music Sunday, Hymn Sings). This time is balanced over the summer as choirs typically take a break in June and July, with special music or small ensembles.

Following the HPC Personnel Policy, paid leave will be granted for up to 3 Sundays (and corresponding rehearsals during that calendar week) annually with a minimum 2 weeks advance notice, using Request for Leave form, submitted to and approved by Pastor/Head of Staff. Leave may not be granted for certain days such as Easter or Christmas Eve.

Compensation: up to \$12,000 annually

Applicants should send an e-mail cover letter with relevant experience (resume and references may be requested) to Rev. Elizabeth Lovell Milford at pastor@heritagepres.com.