

Grace Church Music Committee Job Description

- Choir Director & Music coordinator
- Grace Church, 140 South Main Street, Columbiana, Ohio
- Salaried, based on 8 hours per week
- Supervised by Music Committee & Elders
- Annual job review during the third quarter (“at will” employment)

1. Job Description

Develop, coordinate, implement and administer the overall music programs of the church for the entire calendar year.

2. Duties & Responsibilities

- a. Coordinate music for worship services jointly with the pastor, organist and/or special group leader (i.e. Worship Design Team)
- b. Facilitate congregational participation in musical events in the church
- c. Direct the Adult Choir during scheduled rehearsals & performances
- d. Research, review and order music with respect to the budget guidelines set by the Music Committee with Consistory recommendations
- e. Plan, coordinate & direct special seasonal services (i.e. Christmas & Easter)
- f. Organize, file & catalog music
- g. Coordinate practice schedules for musical performances

3. Terms

- a. Will receive monthly salary on the 20th of each month.
- b. Will be granted two Sunday absences a year with pay, excluding the summer worship schedule.
- c. Will be granted additional days off with advanced approval by the Music Committee & after completion of the absentee form available in the office
- d. Will be given consideration for salary changes/modifications periodically.

4. Qualifications

- a. Experience and/or background in music
- b. Knowledge of Christian music
- c. Open to a variety of worship music

Revised 7/3/2016