

Emmanuel's Lutheran Church
3175 Valley View Drive
Bath, PA 18014

Position Title: Choir Director

Primary Function:

To provide piano music for worship services and other church functions including weddings and funerals. To lead church choirs, including handbell/chime choirs, lead congregational singing and support the worship service with appropriate musical offerings.

Essential Functions:

1. Plan and provide suitable music for all regularly scheduled worship services, special services and church holidays as directed.
2. Provide musical services for weddings and funerals, as needed.
3. Provide accompanist skills for both congregational and choral singing.
4. Recruit members, lead rehearsals, and arrange participation in worship services for all choirs, including handbell/chime choirs.
 - a. Practice anthem selections for scheduled worship services.
 - b. Develop a schedule of rehearsals for all musical groups and lead rehearsals. Musical selections shall be given to the organist/accompanist well in advance of rehearsals/performances.
 - c. Choirs shall rehearse weekly, or as determined, and at additional times as identified by special needs.
 - d. Instruct and familiarize choir members on musical materials being used for worship services.
 - e. Coordinate and supervise handbell/chime choirs.
5. Lead the choirs and other musicians, both vocal and instrumental.
6. Select and purchase music that is appropriate for use in the liturgical service and within the abilities of the musicians. Transpose to a suitable key for singers as needed.
7. Develop and maintain personal musical skills.
8. Maintain music library.
9. Maintain confidentiality in all matters of the congregation.

Job Qualifications:

1. An academic degree in music or related field preferred, or relevant work experience
2. Exceptional musical talent with demonstrated proficiency on piano.
3. Organist skill, a plus.
4. Working knowledge of Lutheran worship practices with exceptional music skills.
5. Able to work during agreed upon work hours.
6. Strong interpersonal communication skills as well as experience with public speaking. Proven ability to communicate effectively both verbally and through writing, with the pastors, Worship Committee members, fellow employees, church choirs, volunteers and members of the congregation.
7. Proficiency using computer software including email, calendars, spreadsheets and digital documents.
8. Ability to work with the congregational structure and within established policies of the church.
9. Experience and competence in working with a variety of age groups and types of music. Ability to teach vocal techniques at all levels.
10. A good ear for pitch and rhythm, with a working knowledge of conducting.
11. Able to independently ambulate in and around church building/facilities and has use of both hands and feet to write, play musical instruments, operate equipment, etc.

Other Key Duties and Responsibilities:

1. Participate with pastoral staff and Worship Committee in regular planning of worship services and coordinating music ministries.
2. Perform basic maintenance of assigned church instruments.
3. Assist the congregation in learning new liturgies and expand repertoire of hymns in conjunction with the organist, Worship Committee and pastor(s).
4. Coordinate with appropriate church staff in planning, preparing, and playing music appropriate for worship.
5. Prepare appropriate music for special services, to include Holy Week and Christmas and provide special music as needed, especially for summer services.
6. Plan and oversee special musical events and services in conjunction with other music staff.
7. Serve as choral and instrumental accompanist/director for rehearsals and performances.
8. Attend staff meetings, worship meetings and special worship planning sessions throughout the year.
9. Provide music selections to secretary for weekly bulletins in a timely fashion.
10. Provide consultation and guidance to wedding couples on the selection of appropriate music, as needed.
11. Assist in finding a substitute when not available.
12. Perform clerical functions including copying and distributing of music, mailings and emails to music ministry members, and creation/maintenance of music materials.
13. Adhere to all copyright laws related to use, licensing and distribution of music.
14. Be familiar with and support the overall vision and goals of the congregation.
15. Submit an annual budget request to the Worship Committee; monitor expenditures to budget throughout the year.
16. Participate in continuing education and attend music workshops as available.
17. Perform other duties or special projects as needed.

Opportunities:

1. Permission to use the church organ and piano for private teaching.
2. Use of organ and pianos for preparing and giving recitals or concerts.

Terms & Conditions of Employment:

The Choir Director will report directly to the Pastor(s) and/or their delegate. In order to ensure music coverage during planned time off, all absences must be reported to Pastor(s) and the Worship Committee. Any questions regarding salary, time off, or other personnel matters should be directed to the Human Resources Committee of Church Council.

The starting annual salary of the Choir Director position will be determined based on the education and experience of the incumbent. Performance and salary are formally reviewed in the fourth quarter of each fiscal year, October 1 through December 31. Additional compensation is provided for serving during weddings and funerals.

The part time format of this role makes it ineligible for medical benefits, however paid time off is available. A minimum of one month's notice is requested prior to taking vacation, and the employee is encouraged to use earned vacation during the summer months.

The start of employment is contingent upon successfully passing a background check and clearances, including criminal and child abuse history. Continued employment is subject to a 90-day probationary period, with a formal review planned at the end of 90 days from the date of hire.

Emmanuel's Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, marital status, military status, order of protection status, or any other legally recognized protected basis under federal, state, or local law.