

# **Bethany Lutheran Church Position Description**

## **Chancel Choir Director**

**Summary:** This part-time position will play a significant role in leading worship at Bethany Lutheran Church through direction of an adult choir, which will enhance the church's worship life within the Lutheran musical tradition. This position is not eligible to participate in Bethany's health insurance plan and 401K match. The work schedule is flexible based on the needs of the Director of Music and Liturgy and the Lead Pastor.

### **1) Scope and Responsibility:**

- Selects and prepares choir anthems to enhance the scriptures and worship themes for each Sunday the Chancel Choir performs;
- Leads rehearsals for the Chancel Choir each Wednesday evening for approximately 9 months of year. Typically, this is from late August to late May depending on the worship schedule;
- Lead the Chancel Choir for at least one worship service each week from late August/early September through late May, depending on worship schedule; typically, there are a few weeks the Chancel Choir is off;
- Lead the Chancel Choir in additional Sunday or other worship services including (but not limited to) Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, Reformation Sunday, and Christmas Eve;
- Collaborates with the Director of Music and Liturgy and other music staff to prepare an annual week-by-week Sunday performance schedule;
- Participate in worship planning and/or special event planning, as needed;
- Collaborate with the Worship Ministry team of the Ministry Council, as needed;
- Recruit new choir members (both volunteer and paid section leaders) and establish relationships with members of the Bethany congregation.
- Maintain Chancel Choir roster and communicate weekly with members concerning rehearsals, performances and other choir-related matters;
- Provide input and guidance to support the mission, vision and core values of Bethany;
- Purchasing of choral music and hiring and management of paid section leaders and other musicians, in accordance with the music department budget;
- Organizing and maintaining the music library, choir room, folder room, and seating charts as appropriate for the Chancel Choir;

### **2) Reporting and Accountability:**

The *Chancel Choir Director* reports to the Director of Music and Liturgy, who in turn reports to the Lead Pastor.

The *Chancel Choir Director* is accountable to the Director of Music and Liturgy and to the Ministry Council and its associated teams.

### **3) Collaboration and Authority:**

The *Chancel Choir Director* is expected to have significant contact and collaboration with the Pastoral staff, all other Music Directors, A/V technicians as well as the Ministry Council and its associated teams.

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The *Chancel Choir Director* has the authority to select music and arrangements that reflect the worship theme, to schedule rehearsals as needed, and to determine the need for section leaders and additional musicians.

### **4) Qualifications for Position**

- Bachelor's (or advanced) degree in Music preferred
- Experience in directing large adult choirs in a church setting; willingness to provide leadership to the group not only musically but in a social/spiritual context
- Experience in selecting and preparing music for varied weekly worship services, in accordance with lectionary or other selected texts, and willingness to devote substantial research time to music selection
- Demonstrated ability and willingness to continually develop the choir's vocal technique and diction
- Willingness to work collaboratively with members of the music staff
- Computer skills including Microsoft Office Products
- Must be willing to undergo background checks appropriate for this position
- Familiarity with liturgical musical traditions
- Lutheran affiliation a plus

5) The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

6) Bethany provides equal employment opportunities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law.

*Position Description Updated 3/22/2023*