



## **Choir Director**

approx. 20 hours/week, Exempt  
\$25,000-\$35,000 commensurate with experience

For the qualified and interested candidate, this position can be combined with the Principal Organist position to create a full-time role.

### **Who We Are**

Grace Church is a welcoming congregation, embracing diversity and dedicated to a ministry of Christ-like hospitality and compassion for all. Our mission is to “Gather in Christ, Grow as Disciples, and Go to Serve,” as Christ asks us to do. As Jesus believed, we too believe that all persons are of sacred worth.

### **Grace Music Ministry Mission**

All are invited to participate in the music ministry at Grace. Through a wide variety of musical offerings, we seek to honor and praise God with authenticity, passion, and excellence. We embrace and encourage connection and community in all of our ensembles.

### **Program**

Music is a significant component in the experience of worship and in many other activities in the life of Grace United Methodist Church. Ensembles that regularly participate in worship at Grace include the Chancel Choir, Chamber/Evensong Singers, New Life Singers, Praise Team, multiple children’s and adult handbell choirs, and a vibrant children’s choir ministry.

### **Position Description**

The Choir Director is responsible for two primary ensembles: the Chancel Choir, which typically provides music at the 10:30 service, and the Chamber/Evensong Singers, a select ensemble that has most recently sung 3-4 Evensong services annually. Prior to COVID, the Chancel Choir regularly sang traditional and gospel choral literature with 30-40 members, and the Chamber/Evensong Singers typically sang early music, baroque, and chamber music with 16-20 singers. The Choir Director has a ministry to the clergy, other staff, choirs, volunteer musicians, the congregation, and the community.

### **Qualifications**

- Required: Bachelor’s Degree in music, church music, or other related degree.
- Preferred: Master’s Degree in music, church music, or other related degree and five years of experience conducting ensembles in medium- to large- size Christian churches.
- Demonstrated knowledge of Methodist/Protestant theology, liturgical practice, music as ministry, and use of music in diverse worship styles.

### **Skills & Abilities Required for the Position**

- Exceptional choral conducting skills
- Extensive knowledge of the sacred music repertoire, including major choral works
- Strong knowledge of best practice in vocal pedagogy and techniques
- Preferred keyboard competency to run warmups and/or parts
- Collaborates with people at all levels both inside and outside of the church community
- Challenges and inspires those who serve in the music ministry
- Honors well-established music traditions while also casting a vision for the future to create and facilitate innovative programming
- Works with, and across, multiple musical genres

### **Primary Responsibilities and Duties**

- Prepares and directs Chancel Choir in regularly scheduled rehearsals and Sunday morning worship services during the choir season.
- Selects anthems for the Chancel Choir and Chamber/Evensong Singers in keeping with the theme and style of worship.
- Serves at special church events and related rehearsals (Ash Wednesday, Maundy Thursday, Good Friday, Easter Eve, Easter, multiple Christmas Eve services, Evensong services, All-Saints Major Work, Spring Choral Service and additional special events with notice).
- Invites, motivates, and trains musicians (whether volunteer, stipended, or salaried) for choirs, ensembles, and special music offerings.
- Works to foster musical excellence and unity among all musicians, and to create a spirit of harmony with the church staff and congregation.
- Creates and fosters a welcoming environment in all ensembles to encourage and nurture growth in musicality.
- Recruits new musicians to continue the growth of the program.
- Attends meetings of the church staff and the music staff as requested and cooperates in planning and leadership of the church's services.
- Assists in rehearsing soloists in worship as requested.
- Assists the Music Coordinator in recruiting and retaining soloists for special events (weddings/funerals) as well as for larger events.
- Commitments outside Grace Church that conflict with these responsibilities should be avoided.
- Other duties as assigned.

### **Core Competencies**

- **Interpersonal Skills:** Establishes good working relationships with others, including staff, members of the congregation, and other constituencies. Uses diplomacy and tact; is approachable. Nurtures a positive environment in rehearsals and services. Has a good sense of humor.
- **Technical Expertise:** Demonstrates skill in conducting, rehearsing, and vocal pedagogy. Is knowledgeable of and comfortable with Church music literature in a range of musical

genres and styles from diverse cultures and sources, including traditional, gospel, classical, and jazz.

- **Liturgical Knowledge:** Has a thorough understanding of the musical, liturgical, and pastoral judgments which must be made in selecting music.
- **Creativity and Innovation:** Generates new ideas, making connections with existing traditions while also developing creative worship programming in line with the abilities and resources of the congregation. Creates fresh approaches to music in worship, taking acceptable risks in pursuit of innovation and learning from mistakes.
- **Team Building Skills:** Conveys the importance and shares in the joy of collaborative musical expression in Christian worship. Works independently as well as in partnership with the Senior Pastor and music staff. Works effectively and builds relationships with volunteers who have diverse backgrounds and varying musical abilities.
- **Verbal & Written Communication:** Delivers a message (written or verbal) clearly, articulately, and in a tone appropriate to the context. Speaks well in a public forum; is able to write clearly and succinctly. Uses technology where appropriate to enhance communication and organization.
- **Time Management:** Uses time effectively. Values time and respects the time of others, consistently meets deadlines and appropriately balances priorities.

### **Reporting Relationships**

The Choir Director reports to the Senior Pastor as Head of Staff and works in collaboration with the Music Coordinator and Principal Organist/Accompanist. Terms of employment are overseen by the Staff Parish Relations Committee.

### **Performance Reviews**

- Initially six months from date of hire; thereafter annually
- Reviewers: Senior Pastor in consultation with Music Coordinator and Principal Organist

### **Application Requirements**

Please send a cover letter, resume, three references, and a digital video of the applicant conducting a rehearsal (strongly preferred) or in worship to [james.stellmacher@peopleofgrace.org](mailto:james.stellmacher@peopleofgrace.org).