

The United Methodist Church of Chagrin Falls

JOB DESCRIPTION

For the Position of Music Coordinator/Choir Director (part-time)

Qualifications

1. Commitment to Christ and the Ministry of Music in and through the Church
2. Experience directing a church choir and a bachelor's degree in music are preferred but not required
3. Good interpersonal skills
4. Organizational and administrative skills
5. A basic theological understanding of Christian liturgy and the church year

Desired but not Required

Proficiency with Microsoft Office and Google Suite Software (Drive, Sheets, Docs, etc.)

Hours to be Worked

Must be available to work on Thursday evenings for choir rehearsal (6:30pm - 8:30pm) and on Sunday mornings for the worship service (9:00am - 11:30am). Job requires approximately 4-8 hours weekly from September through May, and approximately 2-4 hours weekly from June through August.

Accountability

The Coordinator of Music is accountable to the Staff Parish Relations Committee (SPRC) which delegates day-to-day operational direction to the Minister.

General Responsibility

The Music Coordinator is responsible for planning and collaborating with the Pastor and the music staff (Music Associate and Pianist/Organist) to create a diverse music program that is consistent with the worship traditions of the United Methodist Church.

A. Coordinate the Overall Music Ministry of the Church

1. Provide support and encouragement to all areas of the church's Music Ministry.
2. Communicate regularly with the minister and other music staff (Music Associate and Organist) for the purpose of coordinating a diverse and dynamic music program for Sunday morning worship, special worship services and occasional special music programs.
3. Attend monthly Worship Team meetings (8-10 meetings a year).
4. Attend Staff meetings/gatherings whenever held (4-6 times a year)
5. Participate in and provide input for the annual Worship Team budget review in the Fall.
6. In consultation with other music staff, coordinate and help rehearse special music selections throughout the year to enhance the weekly music experience in worship (ensembles, solos, duets... both vocal and instrumental).
7. Occasionally, arrange for guest musicians (both instrumental and vocal) by contacting and scheduling the musicians and facilitating church rehearsing as well as the church's financial compensation to the guest musicians.
8. Coordinate (in consultation with other music staff) a music schedule for summer worship by recruiting choir members and others for solos, duets and ensembles (instrumental and vocal). Twice during the summer, the Music Coordinator will gather and rehearse a vocal ensemble of several choir members for special music on a Sunday morning.

B. Provide Leadership for the Chancel Choir

1. Select choir anthems and when appropriate choral introits/responses for Worship services that are consistent with the church year and the themes of the day as suggested by the minister. Anthem selections should reflect a variety of music genres.
2. All Sunday morning selections should be posted to Microsoft Office or Google Spreadsheet by the end of day on Tuesday.
3. Regularly review and purchase new Chancel choir music from budgeted funds.
4. Direct the weekly rehearsal for the Chancel choir on Thursday at 7:00-8:30p.m. (from the first Thursday in September through the third Thursday in May)
5. Direct the Chancel choir at 10:00 a.m. worship on the first and third Sundays of the month and also when there is a fifth Sunday from September-May.
6. Direct the Chancel Choir at special services like Christmas Eve, Maundy Thursday, and other occasions as requested by the Minister.
7. Recruit new members for the Chancel choir through newsletter articles and personal contacts on Sunday mornings.
8. Close Thursday choir rehearsals with a prayer.
9. In the event of a necessary absence on a choir Sunday, the Music Coordinator/Choir Director will coordinate with the Music Associate and if possible, switch music leadership Sundays with the Praise Band (Shepherds of Sound) or arrange for a substitute choir director or a special music selection.

Vacation and Time Away

Vacation time should not regularly be taken during the choir season of September through May (and especially not during Advent/Christmas Eve and Lent/Easter Sunday). However, since the choir sings every other Sunday, there is flexibility with missing and vacationing on the off weeks. There is even greater flexibility for vacationing during the summer months. However, even though the choir does not sing in the summer, the Music Coordinator should be present about half the time to personally provide special music, coordinate/direct an ensemble, and greet/situate guest musicians. Being present half the time also allows the music coordinator/choir director to become better acquainted with church members and encourage choir participation.

Salary

The salary is set annually by the Staff Parish Relations Committee.

2025 Salary: \$9,000 annually

How to Apply

Look for our listing on Indeed or email your resume and cover letter to info@chagrinfallsunc.org