

# **Job Description**

Trinity Lutheran Church

## **Title: Adult Choir Director**

### **Duties and Responsibilities:**

1. Direct the Trinity Choir in one mid-week rehearsal per week and Sunday morning warm-ups for participation in worship each Sunday, September – May. In addition, prepare the choir or ensembles for special services throughout the Church year, e.g. Thanksgiving, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday and Good Friday, as determined by consultation with the Pastor and organist.
2. Prepare one or two anthems, for use as offertory and communion music, liturgical and psalm leadership, and choral additions and amplifications of hymn singing.
3. Working with musicians and music staff, arrange for and schedule appropriate music for worship during June, July and August. In the past, this has included a Summer Choir (Sunday only rehearsals), ensemble and solo work.
4. Work with the Pastor and Organist in the choice of appropriate hymns and liturgies for congregational worship. It is assumed the Pastor has final determination of worship hymn selection.
5. Actively recruit new members to the Adult Choir, providing an atmosphere of faith growth, musical learning, and mutual care. Provide coaching and training of soloists and small groups/ensembles.
6. The Adult Choir Director will be directly responsible to the Pastor.
7. Participate with the Worship Commission in developing short and long range plans and annual budget requirements.
8. Work within the congregational music budget in the purchase of all music and music supplies for the Adult Choir. Coordinate expenditures with organist and bell choir director(s) limiting expenditures to amount provided in the church budget.
9. Supervise the maintenance of the choral library of the congregation, recruiting volunteers as needed.

### **Skills and Qualifications:**

1. Bachelor's degree in music or music education, or demonstrated experience in choral conducting.
2. Knowledge of liturgical practice, and appropriate church music (classical, contemporary, folk, and gospel) suitable to the Lutheran tradition.
3. Ability to work with others on church staff, and to relate to others with good interpersonal skills.

## **Job Description**

Trinity Lutheran Church

### **Title: Hand Bell Director (Chapel Ringers)**

#### **Duties and Responsibilities:**

1. Rehearse and direct Chapel Ringers hand bell choir at least one rehearsal per week as needed for two, 8-week terms between September and May.
  - a. Rehearse and direct Chapel Ringers for participation in Sunday and festival worship services (at a minimum, the Christmas and Easter season) as determined by consultation with Pastor.
2. Supervise the maintenance of the bell collection and the library of music.
3. Plan choir rehearsal for efficient use of time.
4. Plan, prepare and communicate rehearsal and performance schedules to choir members at the beginning of the season and update as necessary during choir year.
5. Coordinate with the Pastor, organist and choir director to schedule performances of the Chapel Ringers at worship services.
6. Promote musical learning, growth and mutual care.
7. Actively recruit new members.

#### **Skills and Qualifications:**

1. Demonstrated experience in directing bell choirs.
2. Knowledge of liturgical practice, with sensitivity to matching appropriate music with the themes of the church year.
3. Ability to work with others on church staff, and to relate to others with good interpersonal skills.