

**Gates Presbyterian Church**  
**Job Description**  
**Choir Director**

**Responsibilities:**

The primary responsibility of the Choir Director is to plan music, in collaboration with the Pastor(s) and the Public Worship Committee, which will enhance the worship services of Gates Presbyterian Church. The specific responsibilities of the Choir Director include, but are not limited to the following:

- ◆ Provide creative input with Pastor(s) and staff.
- ◆ Lead the Adult and Youth (Gr. 7-12) Choirs in a variety of music; contemporary and traditional.
- ◆ Select anthems and responses.
- ◆ Preside at weekly choir rehearsals. Adult-Wednesday evenings 7:30-8:30 pm, Youth-Sunday mornings 9:00-9:30 am (before worship)
- ◆ Assist in the musical direction of the congregation.
- ◆ Direct the Adult Choir in participation at weddings/memorial services upon request and as available (leadership compensated per service)
- ◆ Maintain the music library and select new materials as budget allows.
- ◆ Collaborate with the Public Worship Committee in development of music budgets.
- ◆ Serve as an ex-officio member of the Public Worship Committee for planning of the development of the music program and to assist in problem resolution if any. Attendance at monthly meetings of the Public Worship Committee may be requested from time to time.
- ◆ Arrange for a substitute Choir Director for any planned absences and notify the church office. Substitute's payment is the responsibility of the Choir Director.
- ◆ Recruitment of new members.

**Hours:**

- ◆ This is a 10 month position, September through June.
- ◆ Hours per week are estimated at 10-15 including rehearsals, worship services and independent preparation.

**Compensation:**

Salary: Commensurate with experience and budget  
Pay Periods: Monthly  
Vacation: N/A  
Study Leave: N/A  
Sick Time: N/A