



Choir Director Job Description

GENERAL DESCRIPTION: The choir's music will blend traditional and contemporary styles. The Choir Director coordinates the Chancel Choir music program and works with the Pastor to plan music for worship services. The Pastor supervises the Choir Director and reports to the Staff-Parish representatives on the Accountable Leadership Board. All staff must complete a confidential background check. The Pastor will inform the Staff-Parish representatives of any concerns. Menomonie UMC is a relaxed, welcoming community with three gifted pianists, a dedicated and experienced choir, and vibrant faith formation programs for preschoolers through adults, including intergenerational ministry opportunities.

DUTIES:

- Demonstrates strong musical skills, understands a range of vocal styles, and works effectively with diverse voices.
- Selects music appropriate for the choir's abilities and the occasion.
- Leads weekly choir rehearsals from September through May, helping members strengthen their vocal technique and musical skills.
- Directs the Chancel Choir one or two Sundays per month from September through May and at other services as requested.
- Plans and directs one cantata each year, if possible, for Christmas and/or Easter.
- Conducts performances, guiding tempo, dynamics, and overall musical interpretation.
- Orders music and other materials within the assigned budget.
- Maintains and files the music library.
- Assists with preparing the music ministry budget when requested.
- Communicates effectively with choir members, accompanists, the Pastor, and other relevant parties.
- Ensures that the choir follows all applicable rules and codes of conduct.
- Collaborates with other music directors and musicians for special performances and summer services, when available.
- Provides the Administrative Assistant with music selections before the bulletin is printed.
- Notifies choir members and the Pastor at least two weeks before any planned absence.
- Coordinates rehearsal and service schedules and facility needs with the custodian.
- Secures the building after rehearsals.

SALARY AND BENEFITS:

Salary: \$20 per hour, reviewed and set annually on a calendar-year basis. Anticipated hours are approximately 190 per year.

Social Security: Provided in accordance with FICA regulations.

TERMINATION: Either the coordinator or the church must provide 30 days' notice to terminate services.

APPLICATION:

Submit a resume along with names and contact information for three references to Pastor Inwha Shon at pastor@menomonieumc.org. Review of applications will begin immediately and will continue until the position is filled.

CONTACT: Inwha Shon, Pastor TELEPHONE: 715-235-0654

EMAIL: pastor@menomonieumc.org