

**Clen-Moore Presbyterian Church**  
**Staff Position Description-Choir Director**

**PURPOSE:** To lead the choir music program in providing appropriate music for worship services for the period of September through June.

**ACCOUNTABILITY:** Directly reports to the Co-pastors, in conjunction with the worship and music committee and session.

**HOURS OF WORK:** This position will be paid on a per diem basis.

- Each per diem includes:
  - Holding choir practice (during the week OR Sunday morning).
  - Directing the choir during the worship service.
- The choir director will be expected to lead the choir a minimum of 20 times in a given year, but no more than 30 times a year, averaging 4-6 occasions per quarter with seasonal exceptions.
- The choir director will lead the adult choir (6<sup>th</sup> grade and above), and may occasionally lead a children's choir if gifted to do so.
- The choir director will work directly with the pastors to determine the most appropriate dates and worship services for the choir to perform.
  - Because there is not a regular standing schedule for the choir, time off needed can be scheduled to coincide with dates the choir is not performing, within reason, and with the approval of the pastors.
  - The nature of this position is meant to be flexible for the benefit of the church, the choir members, and the director as much as possible.
- Generally, the choir director will need to be available to lead choir during holidays such as Advent, Christmas Eve, Lent, Holy Week and Easter.
- Depending on the availability of choir members mid-January through mid-March, due to the cold weather, snow birds, etc, the choir may not perform during this time.

**RESPONSIBILITIES:**

- To use his/her musical gifts and help our congregation lift up in praise our Triune God and glorify Jesus Christ.
- To coordinate and lead the choir during Sunday morning worship and special services.
- To communicate to the choir of upcoming choir dates, along with ongoing invitations to the congregation to take part.
- To coordinate and lead choir rehearsals the week(s) prior to a performance date. Dates and times of rehearsals can be worked out later.

- Ensure that prayer is offered before rehearsals and worship services.
- Qualified candidates may also have the opportunity to:
  - Start a bell choir (depending on interest).
  - Play the organ as a substitute when the regular organist is unavailable.

REQUIREMENTS: qualified candidates should demonstrate the following:

- A strong Christian faith.
- Experience leading choir and singing groups.
- Be able to pass all applicable background checks.
- Proficient piano skills (typically the organist will serve as choir accompaniment).

RELATIONSHIPS: work closely with and under the supervision of the pastors, in conjunction with the worship and music committee. Work closely with the organist/pianist to accompany the choir.

Questions about the position can be directed to the church office by phone or email. Interested applicants can send a resume, cover letter, or other appropriate information by mail or email listed below.

Clen-Moore Presbyterian Church

ATTN: Choir Director Search Committee

220 E Clen-Moore Blvd.

New Castle, PA 16105

Phone: 724-654-6657

Email: [secretary@clenmoore.org](mailto:secretary@clenmoore.org)