

Memorial United Methodist Church  
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## Part-Time Choir Director

### **Job Description**

The position of Part-Time Choir Director at Memorial United Methodist Church focuses primarily upon preparation of the Chancel Choir for worship services on Sunday morning and special occasions. Memorial's choir, while small, is gifted and capable of performing a wide range of pieces and styles.

There is one worship service at 11am on Sunday mornings. The worship is in the Methodist tradition and might best be described as traditional/liturgical. The choir typically presents a short introit, or call to worship, at the opening of the service, an anthem prior to the sermon, and a benediction response at the close of the service. Worship on special occasions (Palm Sunday, Maundy Thursday, Easter Sunday, Christmas Eve) is planned and developed in consultation with the Pastor.

The choir practices each Thursday evening at 7:00 at the church for 1 hour. There are times when practice is suspended for holidays and other events. The choir takes a summer break from practices.

The choir looks to the Director to set the tone, provide for ample rehearsal of materials, inspire to reach its potential, and enter worship services with an appropriate attitude that comes from confidence in preparation and an uplifting atmosphere.

### **Expectations**

- Must be able to accompany the choir, piano required organ preferred
- Knowledge and experience with directing a volunteer church choir
- Committed background to church life
- Familiarity with music used in worship
- Good musical interpretation skills

- Ability to choose music appropriate to the themes of a given service-this is in conversation with the pastor.
- Good ear, ability to achieve good balance (voices and instruments)
- Organization and preparation to provide rehearsal opportunities weeks in advance of a given presentation
- Being flexible-This is a volunteer choir at a small church
- Work with a variety of styles (gospel, "classic", spirituals, contemporary, etc.)
- Purchase new music when needed (with music budget)
- Develop positive working relationship with staff, choir and other churches for combined musical opportunities
- Expected workload of 10 hours a week

### **Organizational Duties**

- Manage an efficient choir practice
- Ensure that music is in order with copies for all singers/accompanists
- Choose selections well in advance
- Communicate choir selections to the church secretary by Monday for the upcoming Sunday (for bulletin)
- Arrive early on Thursday and Sunday (30 minutes prior to rehearsal and services)
- The choir has additional rehearsal at 10:30 am on Sunday. The service begins at 11am. The choir is to be in the sanctuary at 10:55 am.