



Seattle First Baptist Church

Job Description for the Director of Choral Music July 2017

Principal Function

The Director of Choral Music leads the choral music for weekly worship service, rehearses the choir, and coordinates other special music to enhance the worship and mission of the church. The music program of Seattle First Baptist Church includes a broad spectrum of traditional, progressive, and eclectic styles.

The Director of Choral Music reports to the Lead Pastor and collaborates with the Organist, Children and Youth Choir Director, Pastoral Team and the Music Commission.

Hours and Pay

The Choral Director works approximately half-time throughout the year; hours vary each week depending on the needs of the church calendar (e.g., Christmas; Holy Week), but the overall expectation is that the Director will work on a half-time basis.

Responsibilities

Worship Services: The Director meets weekly with the Pastoral Team, Organist, and Music Commission to plan for the Sunday worship service, as well as other musical functions that may be scheduled throughout the year. Examples of other worship services that may be scheduled include occasional special evening worship services, Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve.

Sanctuary Choir Director: The Director directs the Sanctuary Choir in worship and rehearsal. The choir sings from the Sunday after Labor Day through July. Extra rehearsals may be scheduled for concerts. The Director serves as the producer, planner, and director for concerts with help from choir volunteers, the Music Commission and Organist.

Additional Music Opportunities: The Choral Director is responsible for fostering and encouraging musical expression from church members. This could include the encouragement of small ensembles, soloists, hand bells, or various other opportunities.

Other Duties

- Serves in a church leadership capacity, contributing to the overall mission and vision of Seattle First Baptist.
- Works collaboratively with the Organist to foster musical talent; inspires and recruits new members to join the choir.
- Serves as staff liaison to the monthly Music Commission meetings. Attends staff and other meetings as requested by the Lead Pastor.
- May arrange and compose music for Sunday services and Church functions.
- Supervises choral interns.
- In conjunction with the Lead Pastor, Organist and Music Commission, administers the music program budget.
- Leads an annual choir weekend retreat.
- Explores opportunities for interfaith connections, working with other choirs in the Seattle area to perform culturally diverse music.
- Obtains copyright clearance for music and lyrics published in bulletins and church programs.
- Organizes and maintains the music library with the help of volunteers.

Required Experience and Qualifications

- A college/university degree in music, with a preference for a degree in choral conducting.
- 3-5 years of choral conducting experience, with at least two of those years working in a church environment.
- Conversant with a diverse repertoire of choral sacred music.
- Ability to work collaboratively and flexibly.
- Strong communication skills and ability to interact with the entire church population.

Status

This position is exempt.

(Rev. 7/18/17)