

# Choir Director, Job Description

## Trinity Episcopal Parish Clarksville, TN

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### **General Information:**

Worship at Trinity Parish is intended to be welcoming, relevant and recognizably Episcopalian. Liturgical settings come from *The Episcopal Hymnal 1982, Lift Every Voice and Sing, and Wonder, Love and Praise* and occasionally other resources. Worship music is accompanied by a variety of instruments including the pipe organ. The music for our worship experience is enhanced and supported by the choir director position.

### **Job Responsibilities**

- Provide vocal music direction and leadership for 9:30am Sunday morning worship service each Sunday through the year. In addition, special programs are expected on the following seasonal worship services: Advent, Christmas, Easter, Pentecost, and Trinity Sunday.
- Work cooperatively with the church organist and clergy in selecting appropriate music for the worship services based on the needs outlined in the liturgy.
- Provide inviting choir environment that welcomes church members to join the choir, always expressing an open door policy for all participants
- Hiring, supervision, guidance of student interns for the choir. Funds for student interns will be requested within the yearly budget proposal. Each year, 4 students from APSU are offered internships to sing with the Trinity Choir. Auditions and selection process is at the discretion of the choir director. Ensuring proper paperwork is completed for their payment is also required through Trinity's Treasurer.
- Provide cantoring for worship, and enlist and train other cantors/song leaders.
- Arrange for special musical guests or performances, as needed, during the services.
- Support church members' participation in the music ministry of the church by recruiting and organizing instrumentalists, vocalists, etc.
- Promote and provide youth participation in worship music by encouraging youth musicians to be involved at church, including vocal, piano and instrumental solos, duets, and ensembles.
- Work in cooperation with the leadership of other music programs, including but limited to the bell choir and youth bell choir.
- Be available to or help locate a member of the choir interested in performing at weddings or funeral services held at Trinity, recognizing that the compensation for these services will be in addition to any other compensation the artist may already incur.
- Arrange for a substitute director on Sundays you will not be available for the Eucharist
- Work with the Parish Administrator and Rector to ensure accurate information is printed in the worship folder and other published materials. Submit content for the *Trumpet*, and any other publications of the parish.
- Perform other duties as assigned, as related to the music program.

## **Additional Responsibilities**

To support the above musical role the choir director will have the following additional responsibilities:

- Attend all Liturgical Planning Committee meetings. Themes for worship services, especially for hymn selection and scheduling/selection of special music will be developed during these meetings in cooperation with the Organist.
- Communicate with the rector and other musicians in planning music for worship. The rector has overall responsibility for worship and liturgical planning, including musical offerings.
- Submit yearly budget request to the Rector and Treasurer by yearly submission deadline.
- Ensure that the music library of the church is organized and maintained. Purchase new materials as required. Monitor copyright restrictions and ensure appropriate licensing is maintained.
- Manage relationships with external service providers in cooperation with the rector or the rector's designee (typically the Junior Warden), i.e., piano tuners, organ technicians, etc....
- Upon hire, there will be a 90-day mutual conversation. Thereafter, participation in annual performance appraisal is expected. Reviews will be conducted by the Rector.
- Job reports directly to the Rector. Any pay increases are approved by the vestry.

## **Qualifications and Skills**

- A degree (or current pursuit of a degree) in music, music education, or a related field OR equivalent experience.
- Excellent communication skills.
- Effective as a "team player" and ability to relate to others with good interpersonal skills.
- Ability to work with multiple age groups, from elementary school children to adults.
- Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- All employees are required to pass criminal and sexual misconduct background checks.

Preferred skills:

- Piano and/or organ skills.
- Strong speaking skills and the ability to speak confidently before groups.
- Knowledge of traditional sacred music, Episcopal liturgical practice, and the use of music in worship.