



2115 West 182nd Street
Torrance, CA 90504
T (310) 217-7000
F (310) 217-0571
W www.faithsouthbay.org

CHOIR DIRECTOR Job Description

- Employment Status:** Part-Time (20 hours/week)
- Office Hours:** Varies, as needed
- Report To:** Staff Parish Relations Committee (SPRC) and Senior Pastor

Job Responsibilities:

GENERAL RESPONSIBILITIES: Directs and coordinates the choirs of the church in a manner that enhances the spirit of worship and assists the congregation in praising and serving God.

SPECIFIC RESPONSIBILITIES:

- ✓ Directs and coordinates the choirs of the church, including the chancel choir, handbell choirs, other adult, youth and children choirs, and contemporary worship team.
- ✓ Leads choir(s) during Sunday worship (currently one service per Sunday) and during special worship services (as needed); and holds one rehearsal each week (currently Wednesday evening) except in August when the choir is on break.
- ✓ Establishes a worshipful, positive feeling and movement in the worship service through the selection of music appropriate for the worship themes and seasons.
- ✓ Assists the pastor(s) in the selection of music for the worship service.
- ✓ Collaborates with pastors and Finance team to develop an annual budget for the music programs of the church and administers the budget/monitors expenditures, when approved by Finance and the Administrative Council.
- ✓ Promotes growth and stability of choirs and development of musical skills through rehearsals and coaching.
- ✓ Purchases music and related supplies within budget allocations. Administers and maintains the music library and other materials related to the church choirs.
- ✓ Coordinates activities and cooperates with the pastoral staff, pianist/organist, as well as the office staff.
- ✓ Performs other related tasks as maybe requested from time to time.
- ✓ Ensures compliance with all music policies and procedures as defined in the "Music Ministry Policies and Procedures" document, developed in conjunction with SPRC.
- ✓ Coordinates choir music selections and schedules with other musicians and musical groups within the church.
- ✓ Attends weekly staff meetings (when possible) and provide status/update specific to goals, and activities for all areas of responsibility.
- ✓ Communicates requests for time off, vacation, office schedule changes to SPRC
- ✓ Meets with SPRC (or its representative), at a minimum semi-annually or as needed, to review progress towards goals and objectives, and any other Church issues as desired.



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Accountability:

1. Administratively responsible to the Senior Pastor.
2. Ability to work extended hours during important church seasons such as Christmas and Easter.

Skills Required:

1. Knowledge of music with an emphasis on church music.
2. Ability to teach choral music to adults, youth, and children.
3. Ability to work cooperatively with others; adults, parents, youth, and children.
4. Ability to work cooperatively with the church staff (both pastoral and office).

Desired Qualifications:

- Sympathetic with the Christian faith and the doctrines of the United Methodist Church
- Some familiarity with Christian lexicon and vocabulary
- Interpersonal skills for a team environment

Compensation:

- Hourly Rate - Ranging from \$18/hour - \$23/hour (depending on experience)

For more details, please contact Derek Taira, SPRC Chair at sprc@faithsouthbay.org or contact the Faith UMC office at (310) 217-7000.