



## Choir Director Position Description and Requirements

- DESCRIPTION:** We seek a part-time Choir Director to work with parish members in the preparation of music at our 10:30 Sunday worship service – which uses traditional Episcopal Church hymnody – as well as seasonal services, especially at Christmas, Easter, and Holy Week. Members are enthusiastic about music, and choir members have diverse skill levels, including both novice and very experienced musicians. The parish has a beautiful physical space located in the growing Elkhorn area, just south of Dodge at the 204<sup>th</sup> Street exit. Our rector will be happy to work with the new Music Director to orient her/him to hymns and other music resources.
- JOB TITLE:** Choir Director
- ACCOUNTABLE TO:** Rector, currently the Reverend Benedict Varnum
- PURPOSE:** To serve the parish and the community by leading the St Augustine’s Choir in music, within the guidelines established by the rector. This includes the planning and execution of all musical offerings at worship services including regular services, Christmas Eve, Holy Week, and Easter, occasional pastoral services, and some other events.
- REQUIREMENTS:** The expected requirements for this position are:
1. Bachelor’s Degree in Music, or equivalent experience
  2. Expertise and performance experience in one or more musical instruments (keyboard/organ preferred)
  3. Prior experience in choir or worship music leadership
  4. Ability to prepare music in the style of worship music
  5. Mixture of set and flexible hours and availability, including Sunday mornings
  6. Computer literacy
  7. Other experiences, character traits, and skills (candidates should exhibit a majority of these)
    - a. Candidate is comfortable working within a Christian worship setting.
    - b. Candidate demonstrates an understanding of the role of music in parish worship and faith development
    - c. Candidate can encourage music throughout the entire parish
    - d. Candidate can work with persons and groups of diverse ability levels
    - e. Candidate can recognize and develop musical potential in others

- f. Candidate can recognize and develop leadership potential in others
- g. Candidate is accepting and inclusive of diversity, including handicapped persons, LGBTQ members, and persons of all races
- h. Candidate can work independently and pro-actively
- i. Candidate has demonstrated success in past endeavors similar to this work
- j. Candidate has held leadership positions in past organizations/groups

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Plan music for parish worship services, in coordination with the rector and other parish leaders.
2. Usual expected Sunday hours shall be 9:30 am – 11:45 am.
3. Lead and develop the volunteer choir at the 10:30 Sunday service
4. Lead regular rehearsals for the parish choir, and work with other musicians as needed.
5. Arrange for personal practice time as needed.
6. Encourage a culture in which musical gifts can be shared in diverse ways, including participation in the choir, special music offerings, and occasional youth/children's offerings.
7. Work with rector to articulate short-term and long-term goals for parish music.
8. Maintain records of musical offerings.
9. Coordinate with Parish Administrator to maintain licenses for the parish music use.
10. Meet regularly with the rector and other staff and leaders as needed.
11. Manage any supplemental musicians hired for regular worship and/or special services.
12. Other reasonable related duties as assigned.

**HOURS AND COMPENSATION:**

This position is part-time with an expectation of 7-8 hours per week from mid-August to May, and only occasional time from June to mid-August (which will not include choir rehearsals), and shall be compensated at an annualized salary of \$6,600. Work is expected to include some practice time. It is expected that some weeks will require more hours, and others fewer, that Christmas and Easter will be heavier times, and the summer lighter.

**APPLICATION**

To apply for consideration, please send a cover letter, resume or C.V., and two or more references that may be contacted to:

Saint Augustine of Canterbury Episcopal Church  
285 S 208<sup>th</sup> Street  
Elkhorn, NE 68022

Or the rector, the Reverend Benedict Varnum, at [rector@sainta.net](mailto:rector@sainta.net), or through the parish office: 402-289-4058