



Christ United Methodist Church, a 1600 member church in NE Rockford, is seeking a part-time director(s) for an adult choir that sings two Sundays a month and/or a handbell choir that plays once a month during the school year. In addition, our second worship center is seeking a part time director for an adult choir that sings two times a month during the school year. These positions can be filled by one, two, or three people. Opportunities for directing summer choirs are available. Candidate must be able to work as part of a team, choose music from a variety of musical styles. Experience directing choirs and choosing worship music required. Candidates will be asked to prepare and teach music to the choirs as part of an audition. Preference will be given to candidates with piano proficiency. Candidates should possess a background in a variety of worship music genres, skill to lead musical groups with willingness to learn.

Interested candidates should submit a resume and any questions to [info@christumc.cc](mailto:info@christumc.cc). While all resumes will be considered, preference will be given to those received by August 31, 2016.

### **Choir Director/Handbell Choir Director**

Reports to: Director of Worship Arts  
Status: Part-time  
FLSA: Non-Exempt

#### **Job Summary:**

The Choir and/or Handbell Director is responsible for creating, preparing and directing the choirs in worship and for special events. This job can be filled by one, two, or three people depending on directing and musical interests and skills.

#### **Essential Functions:**

- \*Order and/or choose music from existing files, if at all possible, to support scripture and worship theme, as well as choose hymns for worship. The pastoral staff has final say on all music used in worship.
- \*Prepare and lead regular choir and/or handbell rehearsals from September – May, coordinate choir rehearsals with the accompanist. Optional possibility for the choirs to sing/play each month in the summer.
- \*Prepare and distribute rehearsal schedules and other communications.
- \*Direct the Alpine choir(s) in worship at 8:00 and 9:30 services, usually 3 times per month (choir two times, handbells once).
- \*Work with Director of Worship Arts on music for special services: Christmas Cantata, and Christmas Eve and Lenten Services, etc.
- \*Recruit and train new singers/ringers to join the choirs, as well engage with other musical talent within the congregation to encourage participation in worship.
- \*Meet regularly with Director of Worship Arts for planning.
- \*Work with Director of Worship Arts to schedule, recruit, and rehearse musicians for special music during the summer, for special services or events, and when the choirs are not scheduled.
- \*Direct Our Master's Center Chancel Choir rehearsals, and on Sunday, if possible.

## Other Responsibilities:

- \*Maintain choir and handbell music in organized manner
- \*Maintain and service hand bells, handbell tables, and equipment.
- \*Coordinate setting-up and taking-down of bell tables and bells, as needed.
- \*Prepare handbell choir to participate in the annual Bell Jubilee, if desired by majority of handbell choir.
- \*Write articles for weekly e-news and monthly Flame, as needed.
  
- \*Prepare the choir to sing at Wesley Willows, or other venue at least once a year.
- \*If possible, provide piano accompaniment for soloists in worship and special events within the church.
- \*Other duties as assigned.

## Minimum Qualifications:

- High School Diploma (or equivalent).
- Pass background check.
- Background in directing choirs and choosing worship music.
- Effective oral and written communication skills, and able to work in a team environment.
- Proficient in use of current software and equipment, or willing to learn.

## Physical Requirements:

- Sufficient physical strength and stamina to perform essential functions.
- Sufficient sight and hearing to manage communication on the job.

## Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of mission, vision, values, and beliefs of Christ United Methodist Church. (Mission Statement, Vision, and Core Values provided on the church website.)
- **Ministry not Performance:** Understands that the primary purpose of music in worship is to support and enhance the service and congregational singing. Has an enthusiastic commitment to the ministry of music and worship as a means of glorifying God. Has an interest in keeping music fresh and meaningful. Enjoys a wide variety of music and styles. Provides spiritually filled rehearsals, helping choir(s) understand the meaning of what they are singing or playing by sharing knowledge of composers, the composer's intent, and connection with the scriptures and service themes.
- **Team Work:** Fosters a climate of "one body" with all church staff, recognizing the diversity of responsibilities with all staff persons working hard toward a common goal. Is reliable and able to maintain confidentiality. Demonstrates the skills of active listening and openly accepts criticism. Holds others accountable in a spirit of love. Engages people positively, with optimism and grace.
- **Conflict Management:** Responds openly to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimal disruption.
- **Management and Organizational Skills:** Is organized, motivational and is able implement and execute ideas in a timely manner. Capable of long range planning and maintains an organized calendar. Demonstrates commitment and flexibility in scheduling tasks with those in his/her span of care. Creates a climate in which people want to do their best. Marshals resources efficiently.