

St. Mark Lutheran Church  
Salem, Oregon

Position: Choir Director (Seasonal)

Prepared By: Carolyn Van Otten (rev. Gretchen Flesher Moon, Kelly Carlisle)

Reviewed By: Worship and Music Committee  
Personnel Committee

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Principal Focus

The Choir Director enhances worship for the St. Mark congregation through engaging the choir and congregation in hymns, liturgy, and anthems during the seasons in which the adult choir is active. Working collaboratively with the Pastor, Organist, and the Worship and Music Committee, the Choir Director serves the ministry of worship primarily through the adult choir. The choir shall gather and sing for worship during two "seasons" in the church year, culminating at Easter and Christmas.

Regular Duties

Under the overall supervision of the Church Council and direct supervision of the Pastor:

- Plan, rehearse, and direct 3-5 choral anthems for worship during each of two eight-week periods in the church year: a) Lent through Holy Week and Easter Sunday; b) Reformation Sunday through Advent and Christmas Eve
- Conduct weekly rehearsals of the choir when in season

With Worship and Music Committee

- Select choral music that is compatible and/or reflective of St. Mark's commitment as a Reconciling in Christ congregation
- Meet with or participate on the Worship and Music Committee
- Ensure that the choral library, instruments and robes are kept in good order
- Operate within the established choral budget
- Provide information for the weekly worship bulletin in a timely manner

Occasional Duties

- Prepare an annual budget request
- Arrange for a substitute director in the event of a planned absence
- Engage the choir in leadership of congregational singing, especially with new hymns and liturgies

### Skills and Requirements

- Ability to teach, inspire, lead, and build confidence in amateur singers
- Create a supportive environment for all participants
- Education or equivalent experience in choral conducting
- Familiarity with liturgy and hymnody
- Willingness to engage a wide diversity of musical expressions of worship

### Confidentiality

- Employees of St. Mark Lutheran Church must act with the utmost integrity in matters of confidentiality and observe policies designed to protect children and vulnerable individuals.

### Covenants

- All new employees must agree to a background check
- Employee reviews will be conducted and communicated in writing by the Personnel Committee to the employee and the Executive Committee and be placed in the employee's personnel file
- The congregational budget will provide funds for absences

### Hours and Compensation

- Averaging 4-5 hours per week for securing and organizing music, leading rehearsals, and conducting anthems for services
- Each 8-week choir season will include a \$1600 stipend
- Substitute director pay is available if needed