**St. Matthew Lutheran Church, Urbana, IL**

**POSITION:**

**Adult Choir Director**

**St. Matthew Lutheran Church in Urbana is seeking to hire a Choir Director. This position is available starting in Fall 2021.**

### Please contact Pastor Paul Chapman @ pastor.paul@stmatthewurbana.org or 217-367-1189 for further information.

**St. Matthew Lutheran Church Choir Director Position**

I. Responsibilities

A. General

1. The worship life of St. Matthew is crucial to our mission and vision. The Adult Choir Director works as a team member with the Pastor, the music staff, and the Worship Team.

2. The Adult Choir Director listens with sensitivity to the comments, concerns, and suggestions of the parishioners and, where possible, works with the Pastor and Worship Team to address them.

B. Specific

Adult Choir

1. Direct the adult choir (STM Choir) in weekly rehearsals – online or in-person.

2. Direct the choir in participating in regularly scheduled in-person and online Sunday worship services. The STM Choir usually sings 1 or sometimes 2 anthems three Sundays of each month during the program year (September-May).

3. STM Choir and STM Handbells coordinate at the beginning of the program year (and throughout the year as circumstances change) which Sundays each will perform and when and if they will play and sing together. Handbells typically play on the 3rd Sunday of the month from September through May.

3. Provide special choral music for the special services on Christmas Eve, Ash Wednesday, Maundy Thurs day, Good Friday (soloists coached), Easter Vigil and Easter Sunday service, and other special services as arranged with the Pastor and/or Worship Team.

4. Select good quality choral music which is appropriate for use in the liturgical service in-person or online and which is relevant to the lessons, Gospel, and theme of the day, including anthems, psalms, responses, and other appropriate music.

5. Train the choir in-person or online in choral techniques, appreciation of sacred music, and leadership and participation in worship.

6. Promote ongoing music education of the congregation through one in-person or online Adult Forum per year, newsletter articles and/or music presentations.

7. Work in collaboration with other church choirs for public presentations when feasible 8. Order choir music, organize, and maintain the music library.

9. Recruit new choir members (adults, young adults and teens) and develop activities to help maintain the interest, morale, and Christian fellowship of the choir members.

10. Coordinate all classic and contemporary choral music and planning for traditional worship with the Pastor and Worship Team.

11. Attend three Music Leader Meetings (August, January to assist with worship planning and coordination) and (May to evaluate the program year). Participate in other related music or worship planning as ap propriate.

12. Email titles of anthems to St. Matthew’s office administrator by Thursday of week preceding perform ance week. It is suggested that the schedule for each season is emailed at the beginning of each season for ease.

II. Accountability

The Adult Choir Director reports to the Pastor and Worship Team Leader. All paid staff are responsible to the Congregation Council as outlined by the constitution.

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III. Compensation

The salary of Adult Choir Director will be $7,900 payable monthly for the program year. Appropriate income tax and FICA withholding will be made. If available during the summer months, the Choir Director will be paid $100 ($50 per rehearsal/$50 per performance).The position includes $500 in continuing education funding. This salary will be reviewed on an annual basis.

IV. Termination

Any termination shall be preceded by a 30-day notice.

V. Furlough or Salary Adjustments

Circumstances beyond the control of St Matthew Lutheran Church, including the suspension or the reduction in the number of services for any reason, may necessitate having to furlough employees or make adjustments to the annual salary amount. Employees will be given as much advance notice as possible of any furlough or ad justment to the annual compensation but not less than 30- day notice will be provided.

VI. Substitutes

The Adult Choir Director will arrange for a competent substitute when he/she is unable to serve as Adult Choir Director after having notified the Pastor and Worship Team Leader.

VII. Evaluation

Performance reviews will be conducted in February or March by the Pastors and the Worship Team Leader. 6/23/2021