

BROADWAY

BAPTIST CHURCH

Job Description

Title of Position: Director of Chancel Choir

Part time: 16-20 hours weekly

Direct Supervisor: Senior Pastor

Indirect Supervisor: none

Direct Supervisory Responsibility: Choral Scholars

Indirect Supervisory Responsibility: none

Brief Description of Position: This professional position is responsible for overseeing all aspects of Chancel Choir programming and performances in support of the mission and vision of Broadway Baptist Church.

Key Responsibilities and Typical Duties:

- I. **Ensure the quality of all musical aspects of the worship services of Broadway Baptist Church.**
 - A. Plan and schedule Chancel Choir rehearsals and performances.
 - B. Conduct the Chancel Choir and lead congregational singing in Sunday morning worship, as well as additional services but not limited to: Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve, and Broadway Series concerts.
 - C. Participate with the Senior Pastor and other appropriate staff in the weekly planning of the worship services for the Broadway congregation.
 - D. Recommend hymn selection and special music.
 - E. Coordinate with other staff in the recommendation of vocalists and instrumentalists.
 - F. Collaborate with appropriate staff and committee members to determine Chancel Choir budget and the promotion and use of designated funds.
 - G. Foster and recruit participation and support of the Chancel Choir program and/or other music ministries of the church.

- H. Recruit, audition, and support the Choral Scholar Program.
- I. Exhibit appropriate spiritual care for the Chancel Choir members and the congregation

Minimum Requirements:

Practice a Christian faith

Master of Music degree in Choral Conducting, Music Education, Church Music, or equivalent; Doctorate preferred

Choral conducting proficiency and experience with adult choirs of various abilities and ages

Orchestral conducting proficiency and experience

Knowledge of Christian theology and hymnody and liturgical worship

Knowledge of church choral traditions and various and diverse styles including Renaissance, Gospel, and modern

Keyboard proficiency

Strong verbal and written communication skills