

CHOIR DIRECTOR POSTING

LOCATION: United Methodist Church of Westford (UMCW)
10 Church Street
Westford, MA 01886
Tel: 978-692-4176

GENERAL INFORMATION:

- **SALARY:** This is a salaried, part time position without benefits, other than vacation time of 4 Sundays per year. (Note: the Adult Choir is not active during July and August.) Salary is in the range of \$5,000 to \$8,000 per year and will be commensurate with ability, education, and experience and responsibilities.

At UMCW, we believe that music helps to open our hearts and souls to God's word. As such, it is a ministry which is critical to achieving a meaningful worship experience. The Choir Director position plays an important role in impacting that worship experience. As such, this position will partner with our Worship Committee and Pastor to ensure that the intended character of each worship service is achieved.

Note: This position reports to the Staff/Parish Relations Committee (SPRC)

- QUALIFICATIONS

1. Bachelor degree in sacred music or related field preferred (equivalent experience will be considered). Note: Applicants will audition before being awarded the position.
2. Vocal training and experience in choral rehearsal techniques and conducting.
3. Interest, knowledge and successful experience in leading a wide range of music styles, including traditional, classical, folk, spirituals, contemporary and gospel music.
4. Proven ability to work effectively with diverse populations in a way that fosters recruitment, appreciation and retention of volunteer vocalists/musicians.
5. Effective interpersonal communication and leadership skills.

- RESPONSIBILITIES

1. Direct the adult choir on Sunday mornings and at special services (including holidays like Christmas and Easter)
2. Schedule and conduct weekly adult choir rehearsals, with possible other rehearsals that may be needed for holy days and/or special events.
3. Actively encourage and recruit participation in the Adult Church Choir.
4. Encourage other persons, especially youth and young adults, in the church who play musical instruments to participate in worship services through occasional incorporation into choir pieces or special music.
5. Work in collaboration with the Pastor, Music Team and the Worship committee to assure that the Adult Choir music enhances worship services, supports congregational singing, provides appropriate responses and anthems and otherwise supports the order of worship.

6. Purchase Adult Choir music and other supplies as needed. Oversee maintenance of music library, and ensure accurate copyright licensing, credits and reporting.
7. Prepare an Adult Choir music budget annually during the church budgeting process.
8. Communicate Sunday worship information needed for printed and projected materials to the church administrator.
9. Attend Worship Committee and Church Council meetings.

PROFESSIONAL EXPECTATIONS

1. Honor and respect the theology, history, and policies of the United Methodist Church.
2. Have deep knowledge of sacred music and treat worship and all music during worship as an offering to God.
3. Accept and seek to enhance the vision, mission, and philosophy of the ministry of the United Methodist Church.
4. Demonstrate a high level of communication skills: be approachable and flexible, and able to work well with others as part of a team and in cooperation with other staff ultimately leading to enhancement of the UMCW worship experience.
5. Demonstrate a strong desire for excellence: be a self-starter, be able to anticipate the future with planning and preparation, be eager to learn.
6. Continue professional growth in worship and music ministry through workshops/conferences.

APPLICANT INFORMATION

Please submit letter of interest, resume, and letters of reference to the Staff-Parish Relations Committee. You may apply via postal mail or email.

Mail letter to:

**Chairperson, Staff-Parish Relations Committee
United Methodist Church of Westford
10 Church Street
Westford, MA 01886**

Email to:

**Seok-Hwan Hong, Pastor, hongdom@umcw.org,
Louise Provan, Co-chair, SPRC, louiseprovan@gmail.com,
Francois Colomb, Co-chair SPRC, fcolumb@comcast.net
Subject line should be: *Application for open Music Ministry Position***

Please include your email address in correspondence.