



217 Adams Street  
Jefferson City, MO 65101  
573-635-4405  
[www.gracechurchjc.org](http://www.gracechurchjc.org)

**POSITION:** Choir Director

**GENERAL RESPONSIBILITIES:** Work in concert with the Organist to provide worshipful and elegant music to enhance and assist the congregation in praising and serving God. Prepare and lead a volunteer adult choir to sing at worship services during the program year. Reconstitute, prepare and lead a children's choir to sing monthly during the program year.

**SPECIFIC RESPONSIBILITIES:**

- Plan and prepare the Chancel Choir to sing on two Sundays a month from the beginning of the month of September through the end of May
- Prepare and lead weekly Wednesday evening rehearsals for the Chancel Choir from mid-August through May.
- Prepare the Chancel Choir to sing at Principal Feast days throughout the year:
  - The Epiphany (January 6)
  - Absalom Jones Sunday (2<sup>nd</sup> Sunday in Feb)
  - Palm Sunday
  - Holy Week
  - Easter Day
  - Ascension Day (when a special service is scheduled)
  - The Day of Pentecost
  - Trinity Sunday
  - All Saints' Day (November 1)
  - Christmas Eve
- Plan and prepare the Children's Choir to sing monthly during the program year, including Christmas Eve.
- Under the direction of the Rector and in collaboration with the Organist, select hymns and service music for worship throughout the year.
- Be available when needed for consultations regarding pastoral services offered, to include but not limited to marriages and funerals.

- Plan and prepare any choral music desired for such pastoral services consulted on above when possible, in exchange for honoraria to be paid by the families. Rates to be determined in consultation with the Rector.
- Work in collaboration with the Organist to hire additional musicians on feast days where desired.
- Coordinate with the Organist to schedule additional music offerings from parishioners.
- Work with soloists and instrumentalists to ensure their comfort and capability in incorporating them into worship.
- Maintain the choral music library, ordering new music as needed, while managing the annual music budget.
- Establish objectives annually and periodically report progress toward those goals
- Continue to grow in musicianship.
- In consultation with the Rector, establish a regular schedule of office hours so as to be available to staff and members.
- Work collaboratively with other staff members as part of a team.
- Give at least 30 days' notice for planned absences.
- Give as much notice as possible for unplanned absences.
- Perform other related duties as may be requested or required.

## **SKILLS REQUIRED**

- Knowledge of church music.
- Ability to direct and rehearse an adult choir.
- Ability to direct and rehearse a Children's choir.
- Basic administrative skills.
- Ability to communicate effectively through digital media (text & e-mail).
- Ability to work cooperatively with others – adults, youth and children, and staff.

**ACCOUNTABILITY:** Administratively responsible to the Priest-in-Charge/Rector

## **TIME & PAYMENT:**

- Part time
- Compensation based on experience
- Negotiable start date

## **CONTACT:**

Rev. William R. Nesbit, Jr. (Fr. Bill)

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