

## **Mayflower Congregational Church**

### **JOB DESCRIPTION 2019**

**Position:** Choral Director  
**Reports to:** Director of Music

#### **Summary:**

Mayflower Congregational Church, a growing, vibrant and traditional church of approximately 1,000 members, seeks a part-time Choir Director, with an anticipated start date during the summer of 2019. The ideal candidate will seek to further the mission of the church through his/her work as an accomplished choir director, and to embrace his/her role as an integral part of a dynamic 14-member church staff. The Choir Director will work effectively with an array of choir volunteers and music professionals to demonstrate God's love and grace, both within our services and throughout our community.

Mayflower supports a 50-member adult Chancel Choir and a youth choral program with six, age-specific choirs and 150 participants (led by our Children's Choir Director.) The church's Tellers-Lauck organ is considered a treasured instrument in our community.

#### **Church Mission Statement**

Mayflower Congregational Church seeks to fulfill the Great Commandment "to love God, neighbor, and ourselves" and the Great Commission to baptize and to teach others how to become disciples of Jesus. Essential to this mission are values that define our life as a congregation and describe who we wish to become. These include:

- We understand faith is a journey.
- We believe God is good, Jesus saves, and the spirit leads us towards faith, hope and love as we honor the dignity of all God's children.
- We are traditional, yet open to innovative ways to express our faith and to worship.

#### **Worship at Mayflower**

Mayflower worships in a colonial-style sanctuary with a balcony, pews, and a chancel accommodating the choir and organ loft. Services follow a traditional Protestant liturgy, and Sunday attendance fluctuates between 300-500 people. Our pulpit offers biblical scholarship that interprets current events and addresses contemporary topics. The musical program embraces diverse selections from the standard historical core repertoire and contemporary pieces evocative of this catalog.

#### **To Those Interested**

Please send a PDF curriculum vitae, references, and cover letter expressing your interest in the position electronically to **MayflowerMusicSearch@gmail.com** or by mail to **Mayflower Congregational Church, att: Music Search Committee, 2345 Robinson Road SE, Grand Rapids, MI 49506**. Submissions accepted through May 10, 2019.

Mayflower Congregational Church is an equal opportunity employer and is committed to the principles of diversity and inclusion.

### **Position Requirements and Compensation**

The part-time Choral Director is an annual, 12-month position responsible for providing musical and spiritual leadership for the Chancel Choir in coordination with Director of Music and Clergy. The position requires a person with a favorable combination of proven musical acumen, educational achievement, creative ideas and strong interpersonal skills.

A competitive salary is offered commensurate with a candidate's qualifications and experience. The package includes flexible days off and a stipend for Continuing Education.

### **Preferred Skills and Experience:**

To perform effectively in this position, the Choral Director should demonstrate the following competencies:

- Knowledge of church choral music appropriate to liturgical requirements
- Ability to conduct choral groups and ensembles of varying ages and skill levels
- Ability to work constructively with church musicians of varying ages and skill levels
- Experience conducting orchestras and instrumental ensembles
- Ability to recruit and work constructively with volunteers and professionals
- Effective / positive communication skills
- Master's Degree in Music, or equivalent experience

### **Essential Duties and Responsibilities:**

#### Choral/Musical

- Encourage and inspire worship leadership through music participation including active recruitment, instruction of music skills and musicianship, fellowship opportunities, workshops
- Foster a sense of community among those participating in the music program and the congregation-at-large by establishing and maintaining relationships with volunteers, music professionals, and church members
- Prepare for and lead regularly scheduled mid-week choral rehearsals (September through June)
- Prepare for and lead Chancel Choir in all music for Sunday morning worship services, large choral works with orchestra and any extra rehearsals (average of two annually) including but not limited to:
  - Thanksgiving service
  - Advent/Christmas Cantata
  - Christmas Eve
  - Ash Wednesday evening
  - Easter Day
- Oversee allocation of Section Leader duties in coordination with the Director of Music
  - Part Assignments
  - Special music (solo, duet, instrumental work, etc.)

### Professional

- Represent Mayflower and her visions and goals at all professional organizations, events, meetings, workshops and conventions
- Maintain memberships and/or affiliations in appropriate choral and church music professional organizations
- Seek opportunities to improve skills and broaden experiences through continuing education or other, which can be integrated into the church's choral program

### Administrative, in coordination with the Director of Music

- Plan the choral music program
- Attend certain staff and worship planning meetings
- Organize choir schedule
- Distribute chosen music in coordination with music librarian
- Contact and recruit soloists and/or instrumentalists as needed
- Work with staff to develop and grow the overall ministry of the church
- Maintain choral library and coordinate volunteers