



Faith Lutheran Church  
207 South Cherry Avenue  
Marshfield, Wisconsin 54449  
[www.faithmarshfield.com](http://www.faithmarshfield.com)

## **JOB DESCRIPTION**

**TITLE:** Choir Director

**REPORTS TO:** Pastor

**FLSA:** Non-Exempt, Part time position averaging 3-4 hours per week

### **Position Summary**

Recruit, rehearse, support and direct the choir for their active participation and leadership role in the scheduled Sunday traditional worship services and other services as required.

### **Essential Duties and Responsibilities**

- Preparing the Choir
  - Lead in the process of recruitment of the choir members
  - Conduct effective and efficient weekly rehearsals and additional rehearsals as identified by special needs
  - Ability to demonstrate techniques to enhance vocal performance of the choir.
  - Collaborate with choir accompanist and give music selections to the accompanist well in advance of rehearsal and performance by the choir
- Music Selection
  - Select all choral anthems. Music should be appropriate for use in the worship service and, if possible, follow the theme or the lessons appointed for the day
  - Work with the pastor and Worship and Music Team in programs for teaching the music of liturgy and hymns to the congregation as needed.
  - Maintain a filing system in the choir room
- Schedule
  - Direct choir anthems at worship service at least two Sundays a month from September through May and direct a Christmas music worship service (early to mid-December) and Choir Sunday selections (May)
- Communication
  - Communicate information and scheduling arrangements to the choir, pastor, Contemporary Music Director and Office Manager in a prompt and clear manner
  - Maintain communication with the Worship and Music Team
- Administration
  - Provide oversight for the portion of the music budget that relates to the choir and submit all bills for choir music for payment. All expenditures will be under the control of the Worship and Music Team
- Additional tasks assigned as needed.

### **Minimum Qualifications (Education, Experience, Skills)**

- Spiritual
  - A passion for leading and teaching others in and about the worship of God
  - A commitment to Christian principles
  - Endorse and support the mission statement of Faith Lutheran Church
- Education and Experience
  - College degree preferred, or experience in church choral music.
  - Experience in directing vocal ensembles or choirs
- Skills and Abilities

- Ability to implement choral conducting techniques.
- Ability to select a variety of music literature, appropriate to the church liturgical year and theme.
- Sensitivity to musical preferences of the congregation and choir with ability to adapt.
- Strong oral communication skills and the ability to relate well interpersonally.
- Work collegially with pastor and Contemporary Music Director in planning music at worship services
- Teachable spirit and team player
- Must be able to work independently.

**Mission Statement**

Loved by God, living for others.

---

**Signature****Date**

Last Updated: 06/2025



**Evangelical Lutheran  
Church in America**  
God's work. Our hands.