

**First Congregational Church, United Church of Christ
Greeley, Colorado**

Title: Director of Adult Choirs

Position Start Date: January 1, 2023

Supervisor: Minister, Head of Staff

SPECIFIC RESPONSIBILITIES:

10am Chancel Choir

- Select music for Chancel Choir in consultation with ministers and musicians.
- Lead weekly Chancel Choir rehearsal (late-August through late-May, 7:00-8:30pm every Thursday)
- Lead the Chancel Choir's Sunday pre-worship rehearsal and participation in worship (weekly, Sept-May, 9:30-9:45am every Sunday)
- Plan two larger works for worship - one during Advent and one in the spring
- Plan and collaborate with musicians for Jazz Sunday (fall)
- Build relationships with current members of the choir and lead recruitment for new members for the choirs
- Lead Chancel Choir for Christmas Eve, Ash Wednesday, and Maundy Thursday worship services
- Select Choral Scholars, supervise Choral Scholars, and integrate Choral Scholars into the Chancel Choir; approve payroll for choral scholars monthly
- Find additional musicians and soloists as needed for special music; submit check requests for guest musicians in accordance with church financial policies

8am Chapel Choir

- Direct the once-monthly Chapel Choir (first Sunday of each month)
- Lead the Chapel Choir's Sunday pre-worship rehearsal and participation in worship (once a month, Sept-May, 7:30-9:00 am)
- Lead 30 min rehearsal for Chapel Choir on Thursday before performance as needed.

Summer special music for worship

- Coordinate weekly music offerings for summer worship (June-August)

Staff Meeting

- Meet with Ministers and Organist two times per month. Time/date of meeting is flexible.

MINIMUM REQUIREMENTS

- Experience directing a choir
- Possess knowledge of a broad range in styles of sacred music
- Commitment to selecting music that is appropriate for worship in a progressive church

CORE COMPETENCIES

- Able to create a gracious and encouraging learning environment where volunteer singers of various musical abilities feel supported and valued
- Supportive of the church's commitment to serving as a safe and loving home for all people, including but not limited to sexual orientation, gender identity, racial identity, religious identity, and documentation status
- Eager to collaborate with church staff and volunteers, including organist, accompanists, and other church musicians
- Willing to give and receive feedback in a constructive manner
- Fulfills expectations of position in a timely and thorough manner
- Demonstrates a high level of personal integrity

Time required: approximately 10 hours per week, August-May

Compensation: \$17,000, no other benefits are provided with this position

Please send a resume and cover letter to FCC Church Administrator, Laura Gurney.
laura@firstconggreeley.com