



First Presbyterian Church

65 North Third Street
Newark, OH 43055

AGREEMENT FOR CONTINUED EMPLOYMENT – Choir Director

JOB DESCRIPTION

TITLE: Choir Director

PURPOSE: The Choir Director assumes the coordination; with the organist, Worship Committee and Senior Pastor, of all musical portions of the church worship services and special events.

ACCOUNTABILITY: The Choir Director is accountable to the senior pastor and Personnel Committee. His/her hours will be variable due to the requirements for rehearsals and special events.

PERSONAL COMMITMENT: The Choir Director must be a professing Christian who seeks God in his/her daily personal life.

QUALIFICATIONS: The Choir Director needs to have formal education or significant experience in music theory, church music and directing of vocal and instrumental music. He/she also should have the ability to communicate both orally, in writing, and via e-mail with a wide range of people. The Choir Director must agree to be background checked prior to employment and then again every five (5) years.

RESPONSIBILITIES: The Choir Director will:

- A. Work in cooperation with the organist, Senior Pastor and Worship Committee.
- B. Work under the supervision of the Senior Pastor and Personnel Committee.
- C. Select choral anthems and prepare the choir to sing at the Sunday morning service.
- D. Select anthems and prepare the bell choir to perform monthly at the Sunday morning service.
- E. Share with the organist, Worship Committee and senior pastor in planning worship services.
- F. Incorporate other types of music into the Sunday service when possible and appropriate.
- G. Maintain the church's musical library.
- H. Select and prepare a choral program or cantata to be part of the following worship experiences, if requested:
 - Ash Wednesday
 - Maundy Thursday
 - Good Friday
 - Palm Sunday
 - Christmas Eve
 - One (1) Concert Per Year
- I. Utilize soloists when appropriate.
- J. Schedule special music for worship services during the choir's off season.

PERFORMANCE REVIEW: A performance review of this position will be conducted annually by the Senior Pastor in conjunction with the Personnel Committee.

EMPLOYMENT DETAILS:

- Hours: As needed, year round.
*(Or during the during the choir season from September-May.)
- Salary: \$4,500/per year.
- Vacation: No additional vacation time, but we can be flexible if the need arises.
- Sick Time: No additional sick time, but we can be flexible if the need arises.
- The church pays workman's compensation.
- The church does NOT pay either Federal or State unemployment.
- Benefits: no additional benefits.
- Payday is bi-weekly, on Wednesdays.
*(Or bi-weekly, on Wednesdays from September-May.)
- We are using a payroll service so all paychecks are direct deposited in a bank of your choice.
- The details of this employment agreement shall remain until new terms are agreed upon by both parties or employment is terminated.

APPROVALS:

Senior Pastor _____ Date: _____

Choir Director _____ Date: _____

Personnel Elder _____ Date: _____

Revised July, 2018

*These two items are agreed upon prior to employment.