

First Presbyterian Church  
Jacksonville, IL  
**Position Description – Chancel Choir Director**

**Purpose**

To oversee the adult choral music program as the Director of the Chancel Choir.

**Accountability**

The Choir Director is accountable to the Director of Music.

**Responsibilities**

1. To direct the Adult Choir, which rehearses regularly during the academic year, and sings for most worship serviced during that nine-month period.
2. To develop and maintain an appropriate music library.
3. To be aware of and utilize any lending music libraries, copyright permits, music exchange or borrowing programs with other groups and churches and any other cost-effective programs available regarding our agenda.
4. To submit titles and composers of music planned to the church secretary by the suggested weekly deadline.
5. To assist with planning for music for summer worship services (organists, pianists, soloists, ensembles, etc.).
6. To serve as an *ex officio* member of the Worship & Music Committee
7. To cooperate with the Director of Music in support of other music offerings.
8. To serve as the coordinator of the music scholarship recipient, when applicable.

**Relationships**

The Choir Director is accountable to the Director of Music, to the Pastor as head of staff and the Worship and Music Committee in the performance of his/her responsibilities.

**Evaluation and Compensation**

Performance reviews will be conducted annually by the Pastor and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

*November 2018*