



## **Frazer Memorial United Methodist Church Job Description**

**Date:** June 2021

**Title:** Adult Choir and Orchestra Director

**Works Directly for:** Minister of Music and Worship

**Purpose:** To enhance the overall ministry of music and worship at Frazer, especially by leading the 9:30 Traditional Service, Choir, and Orchestra in worshipping God through creativity, spiritual leadership, and commitment to excellence.

### **Essential Duties:**

- Facilitate and administer worship support to the following: 1. Adult Choir, 2. Orchestra, 3. Ensembles
- Minister through music in all services of the church as needed. This will include such things as singing solos, directing ensembles, or leading congregational singing in all services.
- Special emphasis will be on preparing and leading music for traditional worship.
- Recruit, train, lead and give spiritual leadership to choir, orchestra, and traditional worship staff.
- Plan creative worship elements in conjunction with Senior Pastor, Minister of Music and Worship, and worship planning teams.
- Manage the administrative details related to worship in the traditional service (i.e. new music, lighting and sound issues, etc.)
- Lead worship for other church-wide events as requested by Senior Pastor or Minister of Music.
- Meet weekly with Senior Pastor, Minister of Music, and Worship Design Team.

### **Prerequisite knowledge, skills, and education:**

- Music degree and experience directing Choirs and Orchestras.
- Experience in leading congregational singing in a traditional service.
- Experience in equipping volunteers in a worship ministry.
- Agreement with purposes and doctrine of Frazer Church and with the Wesleyan tradition.

### **Other Qualifications:**

- Organizational, administrative, and budgeting skills.
- Excellent interpersonal and communication skills, including team leadership and conflict management and resolution skills.
- Ability to effectively train, motivate, lead, and manage others.
- Positive attitude, humility, and a teachable spirit

This job description is not intended to be all-inclusive and the employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. The company reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.