

Wythe Presbyterian Church  
Position Description  
July 2022

Position: Adult Choir Leader

Works With: Pastor, Worship Ministry Team

Reviewed by: Personnel Ministry Team/Session

Primary Role: The Adult Choir Leader will lead and direct the adult choir at the church during Worship services on Sundays, 34 weeks yearly, including special Worship services also, as scheduled.

Responsibilities and Expectations:

1. The Adult Choir Leader will select the weekly anthem to be sung by the choir in Worship. The music shall be appropriate for the particular service that day, coordinating with the liturgy – Scriptures, theme, etc. for the specific Sunday and Season. The Pastor, musician, and the Worship Ministry Team will coordinate all of this information in a timely manner in order for media and print materials to be produced effectively. The Pastor will continue to select hymns but is willing to have the Adult Choir Leader participate in that, as well.
2. The adult choir will practice one week day evening for an hour and a half with the Adult Choir Leader conducting this rehearsal. Additionally, the choir will rehearse on Sunday morning before Worship service. The Adult Choir Leader conducts that rehearsal, as well.
3. The Adult Choir Leader will work 10 months each year, serving 3 Sundays a month (during months with 4 Sundays) and 4 Sundays a month (during months with 5 Sundays), for a total of 34 Sundays, each preceded by a rehearsal.
4. The adult choir will not meet during the summer months of July and August. During these months, the Adult Choir Leader will be off. The Pastor and Worship Ministry Team will coordinate anthem music for those months (Praise Band, soloists, duets, etc.).
5. The Adult Choir Leader will attend Worship Ministry Team meetings when they occur to facilitate communication and planning.
6. The Adult Choir Leader will carry out their work with enthusiasm and creativity to the best of their ability.

Compensation:

1. The Adult Choir Leader will be paid \$4500 annually.
2. The Adult Choir Leader will be paid by the church treasurer and will follow all appropriate documentation for tax purposes.

NOTE: The bell choir and children's choir will be led by a church volunteer leader at this time. The Adult Choir Leader does not have responsibilities with regard to those groups, nor with the Praise Band.