

Advent Lutheran Church

13009 East Broadway Avenue • Spokane Valley, WA 99216 • (509) 928-7733
AdventLutheranSpokane.org

Advent Lutheran Church of Spokane Valley Washington is currently seeking applicants for the position of Choir Director. This is a part-time position. A complete job description is listed below. Copies of the job description and application form are available at AdventLutheranSpokane.org or at the church office. Please send a resume and completed application form to Advent Lutheran Church, 13009 East Broadway, Spokane Valley, WA 99216. The application deadline is March 31st.

Job Description

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| <u>Job Title:</u> | Choir Director |
| <u>Part-time:</u> | Averages 20-24 hours per month |
| <u>Responsible to:</u> | Pastor |
| <u>Job Description:</u> | (Duties and Responsibilities) |

1. Plan music for the Adult Choir and Praise Team based on the seasons of the church year
2. Organize and plan for special music throughout the year
3. Arrange for musicians for special services (ie Easter, Christmas Eve)
4. Work with the Worship & Music committee to select the hymns for worship utilizing the tools available such as "Sundays and Seasons" for the current year
5. Schedule and lead Choir and Praise Team rehearsals
6. Work with the parish secretary to provide information and copies of music for worship so that the bulletins and Power Point presentations may be made in a timely manner
7. Review the bulletin and PowerPoint each week as it relates to the music and how it is presented on the screen
8. Must be willing to handle administrative tasks, such as maintaining a calendar of events for performances and recruiting new members.
9. Maintain bi-monthly time sheets to be turned in to the Parish Administrator twice each month.

Qualifications and Skills:

1. Demonstrated experience in choral/contemporary music including the ability to read music and be familiar with conducting techniques.
2. Good communication and organizational skills.
3. A bachelor degree in music and/or music education is desired but not required.

Compensation:

1. Based Upon Qualifications and Church Budget