United Church of Chester

Job Description: Music/Choir Director

October 2025

Position Title: Church Music & Choir Director

Reports To: Reports to the Pastor, and in collaboration with the Personnel Committee set priorities and goals

Employment Type: Part-Time

Location: United Church of Chester

Position Summary:
The Church Music & Choir Director is responsible for leading and enriching the musical life of the congregation through worship services, rehearsals, and special events. This role blends spiritual leadership with musical excellence, fostering a vibrant and inclusive music ministry that supports the church's mission and liturgical calendar.
Choir direction begins the Sunday after Labor Day and ends the second or third Sunday in June.
Music duties are year-round.

Key Responsibilities:

Worship Planning & Execution

- Select and prepare music that aligns with the liturgical season and sermon themes.
- Arrange for a suitable substitute for any absence.
- Coordinate with clergy and worship leaders to design meaningful worship experiences.
- Direct choir and musicians during services, including Sundays and holidays.
- The Music/Choir Director will have first right to refuse for all weddings and funerals held in the sanctuary and will receive an additional agreed amount per event (rehearsals might be requested).

Choir Leadership

- Recruit and train choir members and musicians.
- Lead weekly rehearsals for adult choir.
- Encourage musical growth and spiritual engagement among choir members.

Program Development

- Organize special music programs such as concerts, cantatas, and community outreach events.
- Incorporate diverse musical styles to reflect the congregation's culture and values.

Administration & Collaboration

- Manage the music ministry budget and maintain the music library.
- Oversee care and maintenance of musical instruments.
- Ensure copyright compliance for all music used in worship.

Qualifications:

- Bachelor's degree in music, Sacred Music, or equivalent experience.
- Proficiency in choral conducting and vocal/instrumental arrangement.
- Familiarity with liturgical traditions and worship planning.
- Strong interpersonal and leadership skills.
- Ability to work evenings, weekends, and holidays as needed.

Preferred Attributes:

- A personal faith commitment and alignment with the church's mission.
- Experience with multiple musical genres (traditional, gospel, contemporary).
- Comfort with technology and digital music platforms.
- Warm, collaborative spirit with a passion for ministry.

Compensation:
Negotiable.
The Music/Choir Director will receive an additional agreed amount for weddings & funerals. If the Director chooses not to perform at a specific wedding or funeral, the Music Committee and/or church office will locate and hire a suitable substitute.

Hours of Employment:
Averaged over the year, approximately 10-12 hours per week with an increase at Christmas and Easter and a decrease over the summer.

Vacation, Personal Days and Holidays:
Negotiable.

Contact Person:
Personnel Committee or Minister.