

Sun Prairie United Methodist Church Position Description

“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.” --1 Corinthians 12:4-7

The vision of the Sun Prairie United Methodist Church (SPUMC) is to be a welcoming home where we share God’s love. The mission of SPUMC is to invite and welcome people to be committed and compassionate followers of Jesus Christ, through worship, spiritual growth, fellowship, and service to others.

Our welcome knows no boundaries. The people of SPUMC open our doors and our hearts to all God’s children. We celebrate the diversity of God’s creation. We answer Jesus’ call to “love your neighbor” by embracing every person as a full participant in our church family, including people of all ages, nations, races, abilities, sexual orientations and gender identities.

Position: Director of Chancel Choir & Singing Churchmen

Principle Focus: The Director of the Chancel Choir & Singing Churchmen is to direct these two adult choirs and prepare them to offer their ministry of music in weekly worship as scheduled and on other special occasions.

Immediate Supervisor: Lead Pastor

Hours: 8-10 hours per week for nine months. The choirs offer music in worship as scheduled beginning in September and running through May. The choirs rehearse weekly during the program year.

Regular Duties:

- Actively recruit choir members throughout the year.
- Schedule and conduct rehearsals.
- Conduct the choirs during scheduled worship services.
- Coordinate worship music with the weekly Lectionary and/or worship theme.
- Choose and purchase music and keep it filed.
- Assist in developing and maintaining the music calendar with the other music leaders.
- Attend scheduled music meetings.

Skills and Requirements:

- Commitment to the Christian faith and ministry of the church.
- Bachelor's degree in music or equivalent preferred.
- Experience in church music directing preferred.
- Good organizational and time management skills.
- Good communication skills, both verbal and written, good people skills.
- Must enjoy working with people from diverse backgrounds and help create a welcoming, hospitable environment.
- Create, monitor, and manage budget for specific ministry areas.
- Must pass a background check.

Physical Requirements: This position involves a certain amount of sitting, walking and standing as required. Lifting 25 pounds maximum and occasionally lifting and/or carrying and moving such articles as equipment and other light objects.

This position description is not intended to encompass every job duty or responsibility, but is only illustrative. This position is required to perform other duties as may be assigned or required. Please sign below that you have read the position description and consent to a background check prior to the start of employment.

FLSA STATUS: Exempt

Supervisor Signature

Date