



First United Methodist Church of Clarion  
600 Wood Street, Clarion, PA 16214



## JOB DESCRIPTION

### Director of Chancel Choir

The Director of Chancel Choir plans music for services and special programs, recruits new members, arranges soloists, rehearses, and directs the choir in performing Christian music. The Director works closely with the Pastor, Worship Committee and the Staff Parish Relations Committee.

Responsibilities include, but are not restricted to the following:

- 1) Meet with the Pastor regularly to plan the music for the various worship experiences.
- 2) Direct and rehearse with the Chancel Choir for the 8:30 am worship services from the first Sunday after Labor Day through the Memorial Day.
- 3) Arrange for special music for the 8:30 am worship service from the first Sunday in June through Labor Day. Note: First priority will be to seek soloists from within our church family before utilizing non-members. The Director is to keep soloist honorariums to a minimum.\*
- 4) Meet at least quarterly with the Organist, Director of the Messengers, Coordinator of the Bell Choir and Pastor to plan and coordinate music ministry to fulfill the mission of FUMC.
- 5) Submit a music budget request annually to the Finance Committee and serve as the voucher agent for this budget.
- 6) Secure a substitute director (in consultation with the pastor) when vacation or other circumstances prevent the fulfillment of duties.
- 7) Obtain required clearances including (Acts 33 and 34):
  - Pennsylvania Criminal History report from the Pennsylvania State Police
  - Certification from the Pennsylvania Department of Human Services
  - Federal Criminal History report from the FBI, which includes submission of fingerprints to the Pennsylvania State Police.
- 8) Adhere to the Safe Sanctuary Policy of the of the Western Pennsylvania Conference and First UMC of Clarion.

**\*NOTE:** *The Staff/Parish Relations Committee suggests that an e-mail notice (or other form of communication used to solicit special music) be offered within the congregation first, before extending to non-church members.*

As a part-time position of approximately six(6) hours per week. An annual salary is paid upon recommendation by the Staff/Parish Relations Committee to the Finance Committee and approved by the Church Council.

*Approved 2024 by the Staff/Parish Relations Committee*