



## **Job Title: Assistant Chancel Choir Director**

### **Reports To: Chancel Choir Director**

**Purpose:** The Assistant Chancel Choir Director acts as an assistant to the Chancel Choir Director and as the Soprano Section Leader.

### **Duties and Responsibilities:**

- Work as a member of the CUMC Music Staff
  - Attend occasional planning meetings as they are scheduled
- Work with the Chancel Choir Director to plan yearly music
- Work with the Chancel Choir Director to plan special music services
  - Lessons and Carols, Christmas Cantata, Messiah Sing, etc.
- Sing with the Chancel Choir at the 11:00am service
  - Assist with warm-ups when necessary
  - Assist in anthem preparation when necessary
  - Assist in benediction preparation when necessary
  - Act as Soprano Section leader
- Attend Chancel Choir's Wednesday night rehearsals
  - Assist with sectional rehearsals when necessary
  - Assist with warm-ups when necessary
  - Assist in anthem preparation when necessary
  - Assist in benediction preparation when necessary
  - Act as Soprano Section leader
- Perform solo work as need be
- Sub for Chancel Choir Director when necessary
  - Lead Wednesday night rehearsal
  - Conduct Chancel Choir in Sunday morning worship service

### **Education/Qualifications/Schedule Requirements:**

*Central United Methodist Church reserves the right to revise or change job duties and responsibilities as needed. This job description does not constitute a written or implied contract.*