

## **The Director of Choir & Traditional Worship Ministries**

### **Accountability:**

The **Director of Choir & Traditional Worship Ministries** is responsible to the Pastor. Any matter that merits special attention will be referred to the Personnel Committee. In the absence of the Pastor, the **Director of Choir & Traditional Worship Ministries** will be responsible to the Associate Pastor and the Deacon Chairman/Personnel Committee.

### **Dedication:**

The church expects that the **Director of Choir & Traditional Worship Ministries** will be dedicated to God's work and to Beaverdam Baptist Church. As his/her health, family illnesses, and regular employment will permit, the **Director of Choir & Traditional Worship Ministries** should be in attendance at all regular and special church services.

### **Responsibilities:**

1. To lead worship in the traditional corporate worship services
2. To direct the adult choir to include regular rehearsals and in preparation for choir specials (Christmas, Easter, Revival, and other special occasions)
3. To act in a supervisory role, or direct, if the need arises, the children choir
4. To assist, if the need arises, the accompanists in their selections of instrumental music for the worship services
5. To assist, if requested to do so, in the selection and the presentation of music for weddings and funeral services
6. To encourage and to develop the musical abilities of the church membership while enhancing the worship service through music
7. To develop a budget for the choir & traditional worship program within the allowance budgeted by the finance committee
8. To recommend to the finance committee additions of musical instruments and other additions to the musical program of the church that might not be covered within the scope of the church budget
9. To acquire music as needed for the adult choir and to assist other choir leaders in selecting and in securing music for the other choirs
10. To select and procure special music and/or materials for special occasions
11. To maintain in an orderly manner all musical materials that have been accumulated by the church
12. To adhere completely to the copyright law
13. To serve on the church council/finance committee
14. To be willing to perform any duties not stated in this job description that would benefit the traditional worship program as directed by the Pastor

### **Salary and Benefits:**

1. The **Director of Choir & Traditional Worship Ministries** salary and benefits will be the responsibility of the Personnel Committee (Constitution and By Laws Revised 5/23/2010, Article III, Section 20)
2. One check will be issued at the end of each month based on 1/12th annual salary.
3. Payroll checks must be cashed within two weeks so the Church Treasurer can prepare the monthly financial statement.