

Third Presbyterian Church

1221 Custer Avenue
Rockford, Illinois 61103-4667
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Music Coordinator

Job Identification

- Supervisor: Pastor (Head of Staff)
- Hours required are Wednesday evenings for rehearsal and Sunday Mornings, Seasonal Services and rehearsals, monthly staff and bi-monthly worship committee meetings
- Hours as needed to select anthems, order music, etc.
- Works closely with church organist and worship committee
- This is a part-time, exempt position

Job Summary

The Director prepares the choir to sing anthems on Sundays, seasonal cantatas, and special music for other occasions as needed by the church. Also develops and implements the children's music program including singing and playing bells for worship and seasonal services. Also coordinates (including promoting and recruiting) the special music needed for worship during the months the Chancel Choir does not sing (usually June through August).

Specific Responsibilities

- Holds weekly Choir rehearsals
- Holds additional rehearsals and/or choir retreats for seasonal performances
- Recruits potential members
- Directs the Choir Sunday Mornings
- Attends monthly staff meetings
- Attends bi-monthly worship committee meetings
- Selects music and communicates bulletin information to the church office by Thursday morning.
- Coordinates summer special music—anthems and offertory numbers for worship

Background and Performance Requirements

- Experience - extensive choral music experience.
- Competencies and Skills - ability to read music, rhythmically competent, competent piano skills preferred, able to competently sing and teach a vocal part.
- Committed Christian
- Other - available for the Christmas and Lenten/Easter seasons.

Salary Information

\$500/month; \$6,000 annually