JOB DESCRIPTION NO.: 6

CHOIR DIRECTOR

JOB DESCRIPTION

Job Position/Title: Choir Director
Job Status: September - June Hours: 3 ½ weekly
Exempt: _____ Yes _____X_____ No
Reports To: Pastor

GENERAL STATEMENT OF DUTIES:

Choir rehearsal, one week night evening; and on Sunday mornings.

Sunday morning worship 10:00-11:15 a.m.

Extra performances are: Christmas Eve, Maundy Thursday, and early service on Easter Sunday.

Responsible for selection, rehearsal, and performance of the choir.

Attends and participates on the worship committee. Attends other meetings, as necessary.

EDUCATION, EXPERIENCE, TRAINING, OR SKILLS REQUIRED:

High school diploma or GED preferred.

Ability to play organ and piano with a high degree of skill.

Must have ability to communicate clearly, both verbally and in writing.

Ability to work effectively with others.

LICENSE OR CERTIFICATE REQUIRED:

None

MOTION REQUIREMENTS:

Percentage of time during the normal workday the employee is required to:

Sit- 85%	Climb- 4%	Lift- 1%	Stand- 4%
Squat- 1%	Walk- 2%	Kneel- 1%	Crawl- 0%
Drive- 0%	Bend- 1%	Twist- 1%	

MENTAL REQUIREMENTS:

Speak, read, and write English.

ENVIRONMENTAL FACTORS/HAZARDS:

Working outside approximately 2% of the time.

Working inside approximately 98% of the time.

EQUIPMENT/PROTECTIVE CLOTHING USED:

Automobile, telephone, copier, computer, fax machine, scissors, and stapler.

Occasional exposure to temperature extremes, wind and rain while working outdoors.

- Job functions are subject to possible modification to reasonably accommodate individuals with disabilities.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each task proficiently.
- Some requirements may exclude individuals who pose a direct threat of significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise.

Employee Signature	Date
Pastor Signature	Date
SPR Member Signature	Date