

## JOB POSTING

### COORDINATOR OF MUSIC/CHANCEL CHOIR DIRECTOR

#### COMMUNITY PRESBYTERIAN CHURCH – LOMBARD, ILLINOIS

This position directs the chancel choir in rehearsal and worship services of Community Presbyterian Church (CPC), Lombard, Illinois. The COM/CCD coordinates weekly worship service music with the Senior Pastor, the church organist, Bell Choir Director, and Praise Team Director and serves as a member of the CPC Worship Committee. The position reports to the Senior Pastor and the Director of Community Life. This is a part-time position estimated to be 5-6 hours per week with no benefits.

The ideal candidate should possess appropriate music experience/background to lead a choir of 12 – 20 members and the choir accompanist. The ability to tap into the enthusiasm of the choir members will be key.

#### Primary Duties and Responsibilities:

- Direct the Chancel Choir at the 8:30am Sunday service and lead rehearsals each Wednesday from 7:00-8:30pm from the first week of September through the end of May. Choir generally sings 3 of 4 Sundays per month. Choir occasionally sings at both services. Performance and celebration with seasonal special music selections are essential (e.g. Christmas and Easter). Arrange instrumentalists as needed for some choir presentations consistent with budget resources.
- Select all choir anthems for use in the worship services in consultation with the Pastor and provide music to accompanist/organist in advance of the rehearsals. In a timely manner provide the CPC administrative assistant with selection information for inclusion in the weekly bulletin and monthly newsletter.
- Coordinate with other music groups, instrumentalists, etc. as needed for participation in worship services.
- Work with the Worship Committee, Senior Pastor, audio/visual and other staff and committees in planning and conducting weekly and special worship services.
- Recruit new choir members.
- Oversee and maintain the CPC music library, adhere to copyright laws, purchase music and supplies for the Choir within budget constraints.

We have been a 200+ member church for many years and discern that now we may be poised for growth. We are adding new members and taking on new projects. Our Mission Statement is "Reach People for Christ, Grow People in Christ, Send People with Christ."

Position Description and salary available upon request.

Interested applicants should submit his/her resume to: [resume@cpclombard.org](mailto:resume@cpclombard.org)