



203 W. Madison St. - P.O. Box 87 Bolton, MS 39041

Job Description: Part-Time Choir Director

- Attend Wednesday choir rehearsal, Sunday morning service, and special services
- Lead choir and congregation in the ministry of music for Sunday morning services and special services
- Select hymns for choir rehearsal, Sunday morning service, and special services
- Inform choir of music to be performed four weeks in advance
- Organize filing of music and choir room.
- Order and distribute music to the choir.
- Find substitute to fill in case of absence (Memorial UMC will pay the substitute)
- Preparation for service should cease in sanctuary one hour before service
- Arrive at rehearsals and worship services at least 30 minutes prior
- Edit the number of stanzas used in a service when needed
- Prepare church and choir loft for rehearsal or services (temperature, lights, sound equipment)

Special Services

Ash Wednesday, Easter Sunrise, Charge Conference, Christmas Eve Service, Palm Sunday Night Service, Maundy Thursday Service

Basic Expectations for Part-Time Choir Director

- Memorial United Methodist Church is a Christian church and expects employees who work in ministry to uphold certain standards of Christian belief, practice, behavior, and moral conduct.
- An important consideration of the (Staff) Parish Relations Committee is to ensure the safety and care of everyone when they are at the church.
- The (Staff) Parish Relations Committee and its members will be available to discuss any grievances. Such discussions are expected to be held confidentially with the (Staff) Parish Relations Committee and not discussed with the general membership of the church. The employee is encouraged to discuss matters with the Choir Chair.
- The employee is expected to work cooperatively toward the goals of Memorial United Methodist Church.
- The United Methodist Church is structured so that this position is the responsibility of the (Staff) Parish Relations Committee.
- Any questions regarding the job description, salary, or other job-related concerns are welcome and should be discussed first with the Choir Chair. If concerns remain, the matter may be discussed with the (S)PRC chair.

If you are interested in this position, please get in touch with Rev. Brandon Halford at 601-320-5244 or revblhalford@gmail.com