Trinity is a joyful community that dares to live out God’s inclusive vision of justice, love, and reconciliation in Kansas City.

**Title: Part-time Vocal Music Director** (job description revised August 2023)

**Major responsibilities**

1. Plan and implement a quality vocal music program for Trinity.
2. Lead the choir on two Sundays (i.e. first and third) monthly from Labor Day to Memorial Day
3. Rehearse on those two Sundays prior to worship and following worship in preparation for future performances.
4. Collaborate with Instrumental Music Director, pastor, staff, and worship committee in planning worship functions and schedules.
5. Select and prepare a variety of music that supports the worship service.
6. Find, nurture, and encourage other instrumental soloists and small groups within the congregation.
7. Coordinate with the Instrumental Music Director and arrange for special music during summer months.
8. Be responsible for all required licensing and copyright work, in particular livestreaming, in collaboration with the Instrumental Music Director according to each person’s skill and interest.
9. Maintain choir room and music library in cooperation with Instrumental Music Director.

**Distinguishing Characteristics**

* *Flexible -* utilizes time management skills - able to meet specialized worship needs.
* *Proactive -* able to anticipate problems and needs before they arise
* *Team player -* willing to assist other staff members when need arises; supportive of Pastor
* *Motivated -* has active interest in performing the job functions
* *Interpersonal Skills -* builds constructive and effective relationships; is diplomatic, tactful, and maintains a healthy sense of humor
* *Innovative -* one who looks for new and interesting ways to worship through music
* *Detail oriented -* accuracy and attention to detail in performance is a must
* *Autonomy -* works well independently and is a reliable and supportive contributor to the success of the church’s ministry
* *Creative -* looks for opportunities to implement new ideas and improve the overall productivity of the worship team
* *Joyful -* finds joy in worship, music, and working with others

**Core Competencies**

* *Knowledge -* possesses knowledge of sacred music
* *Effective use of resources and time -* organizes and prioritizes rehearsals to ensure readiness on scheduled performance date
* *Communication skills -* accepts accountability by checking for understanding, providing feedback, and sharing information with appropriate parties - verbal and written communications demonstrate clarity, focus, and accuracy
* *Congregant focused -* is dedicated to maintaining trustworthy and courteous relationships with members of Trinity, its visitors, and others
* *Relationship management -* uses appropriate interpersonal styles to build good working relationships - effectively manages these relationships by using open and honest communication and by following through on commitments

**Accountabilities**

* Position is based on an 8-hour work week plus Holy Days
* 2 hours weekly at church on two Sundays - 9:30-10:20 choir rehearsal prior to worship and 10:30-11:30 directing the choir and congregation during worship
* 1 hour weekly on two Sundays rehearsing the choir following worship 11:45-12:45
* 2-3 hours weekly planning music for the service and participating in staff meeting and the Worship Committee planning meetings.
* 2 hours weekly preparing for rehearsals and services including sharing the responsibility of typing verses for projection and submitting copyright information to appropriate staff.
* Special services during the year to be held in consultation with the pastor - Ash Wednesday, Good Friday, Maundy Thursday, Christmas Eve
* Rehearsing soloists and small groups outside of regular rehearsal times

**Education, Experience, and Salary**

* Display competent musicianship.
* Bachelor’s degree in music preferred.
* Prior experience directing choral groups preferred.
* Salary range depending on the above - $6-10K