**Traditions Organist/Choir Director Job Description**

FLSA Exempt

Status of Job: Part-Time

Reports directly to the Pastor

Overview of Responsibilities:

The Traditions Organist/Choir Directorwill directly oversee and provide all spiritual leadership and musical support to the Chancel Choir and the Traditions Worship of the Worship experience at Gretna United Methodist Church in Gretna, LA. This position requires planning and executing all musical components of worship. In addition to leading worship, the Organist and Choir Directorwill be responsible for supporting the Vision, Values and Strategy of Gretna UMC.

**Essential Functions**

Develop a Chancel Choir to sing weekly at the Traditions service, lead the hymns and providing an anthem and other pieces in worship as needed

Provide accompaniment and direct the choir during weekly Sunday worship services

Lead weekly rehearsals (plus additional times identified by special needs)

Develop and maintain a choir calendar

Present major musical events as needed, i.e. Christmas Cantata or joint choir with Aurora UMC

Presentation of special choir selections is encouraged from time to time for the promotion of choral worship, outreach and the general spiritual health of the congregation. Arrangements for special soloists, accompanists or instrumentalist will be made with the Pastor’s knowledge

Work collaboratively with the Pastor in the selection of choral music and hymns by aligning with the Scripture and message of the service

Recruit new choir members each year from within the overall church body.

The Organist/Choir Director will be responsible for the choir’s appearance, sound and delivery

Provide choral selection and hymns each week to Church Secretary by Wednesday at 9 AM

Purchase choral music within the annual budget

Prepare and present a selection of music on the piano or organ during the Offering as well as a Postlude

Communicate needs for piano and organ tuning and/or maintenance with the Pastor

Maintain a clean area in the Choir Loft and Choir Room

Maintain a filing system for All Choral Music

**Core Competencies:**

Mission Ownership: Demonstrates understanding and full support of the Vision, Values, Strategy of Gretna UMC and our Methodist beliefs; can teach and demonstrate those to others; consistently behaves in a manner congruent with the vision and values of Gretna UMC

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches to communicate the Gospel through all aspects of the Traditions worship experience; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Worship Leadership: Helps design and facilitate relevant and inspiring worship; is attentive to the Holy Spirit in the worship experience and makes appropriate adjustments with the service; combines elements of theology and music to promote experiences of the sacred; crafts worship flow that reinforces theme or purpose of the worship service; fosters worship moments that invite participants into an encounter with the divine.

Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with the Elders, staff, and members of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; productively engages and resolves interpersonal conflict.

Spiritual Formation/Discipleship: Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites Chancel Choir members into reflection about personal spiritual journey; teaches and practices a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.