

# Roscoe UMC Job Description

**Job Title:** Chancel Choir Director

**Date Revised:** 10<sup>th</sup> April 2025

**Reports To:** Senior Pastor **Job Level:** Exempt

This is a stipend position

**Career Path:** This is the end of the career path for this position.

## Summary

Supports the mission of Roscoe United Methodist Church by equip, shepherd, and grow our musicians for their participation in the worship services. Worship at RUMC is a pathway to inspire, uplift and connect people to the Living God. Musicians at RUMC bring energy to the worship experience by complementing the liturgy.

## Responsibilities

General

- Direct the Chancel Choir, leading scheduled rehearsals and performances.
- Generally, performances are once/month with practices once/week from September to May
- Occasionally, special performances during non-Sunday services (e.g. Christmas Eve, Good Friday), including an annual Christmas Cantata
- Coordinate rehearsals and performance with the church calendar
- Assist in identifying people and other resources for RUMC music, and in encouraging new and existing members to use their vocal and instrumental talents individually, helping them to acclimate, as needed
- Attend weekly RUMC Staff meeting, when available

## Oversight

None

## Development

Attend training courses / seminars as needed or suggested by Senior Pastor or SPRC

## Contacts

Senior Pastor, administrative staff, congregation, and public.

## Required Skills, Experience, and Abilities

General Skills

- Proficiency with conducting and choral literature.

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10816 Main St. Roscoe, Illinois 61073 Phone 815-623-2292 Fax 815-623-2888 [www.roscoeumc.org](http://www.roscoeumc.org)

- Open to various styles, traditions of music as well as music from a wide range of cultures.
- Ability to work with range of accompanists and musicians.
- General proficiency with MS Office products and the internet
- Ability to work with people of diverse personalities and backgrounds

**Knowledge and Experience**

- Associates degree in music, or equivalent is preferred

**Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The amount of on-the-job time spent on various physical activities is shown in the table below:

	<b>None of the time</b>	<b>Under 1/3 of the time</b>	<b>1/3 to 2/3 of the time</b>	<b>Over 2/3 of the time</b>
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		

Lifting requirements are shown in the table below:

	<b>None of the time</b>	<b>Under 1/3 of the time</b>	<b>1/3 to 2/3 of the time</b>	<b>Over 2/3 of the time</b>
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Vision requirements are shown below:

	No special vision requirements
X	Close vision (vision at 20 inches or less)
	Distance vision (clear vision at 20 feet or more)

**Acknowledgement**

Roscoe United Methodist Church job descriptions are subject to continual review. The SPRC may engage the employee in the process of review and update of the job description.

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Employee Signature

Date

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Senior Pastor

Date

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SPRC Chairperson

Date