

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ's community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Singers Director	Status:	Part-Time (15 Hours)
Department:	Communication Arts	FLSA:	Non-Exempt
Reports to:	Associate Worship Minister	Job Class:	Professional
Direct Reports:	Volunteers	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Rehearsals, Weekends, & Weekdays	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. Job Summary:

This position leads the choir during rehearsal and worship services and collaborates with Associate Worship Minister in implementing a contemporary style and song selection for worship services.

II. Primary Duties and Responsibilities:

1. Leads Singers one weekend per month during a service (sound check, rehearsal, and worship).
2. Manages and oversees the audition process to increase skilled participants.
3. Develops resources needed by Singers to prepare for ministry.
4. Guides the training of vocalists in skills needed for ministry.
5. Creates arrangements to resource the choir and inspire the congregation to engage.
6. Assists in planning the monthly services for which the Singers are scheduled.
7. Assists in planning of special services (Christmas/Easter) when scheduled.
8. Promotes and fosters community within the ministry.
9. Coordinates with the Associate Worship Minister to develop long range goals for the Singers.
10. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. Bachelor's Degree in music, voice performance, vocal pedagogy or music education.
2. Three (3) years of experience leading amateur and professional adult choirs. Ministry experience preferred.
3. Or, equivalent combination of education and experience.

IV. Knowledge and Abilities:

1. Knowledge of music theory.
2. Knowledge of a variety of choral repertoire.
3. Knowledge of project management practices, techniques, and methodologies.
4. Knowledge of emotional intelligence (EI) or emotional quotient (EQ) practices and application.
5. Knowledge of principles of supervision, training and performance management.
6. Knowledge of computer office applications and equipment (Apple and PC).
7. Knowledge of Planning Center Online and music technology software (i.e. Finale).
8. Knowledge of English grammar and vocabulary.

9. Ability to teach voice or music.
10. Ability to work independently with limited supervision.
11. Ability to work in a fluid and collaborative environment.
12. Ability to lead a group to accomplish a common goal.
13. Ability to play keyboard, play scores and vocal parts.
14. Ability to create music arrangements.
15. Ability to use personal computers and a variety of MS Office or Apple software applications.
16. Ability to plan and organize projects.
17. Ability to multitask, work independently, follow direction with a high attention to detail.
18. Ability to use emotional information to guide thinking and behavior.
19. Ability to communicate clearly and effectively through both verbal and written means.
20. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
21. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 10 pounds; visual acuity, speech & hearing; hand/eye coordination and dexterity necessary to operate a computer. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

VII. Other Department Expectations:

Must be available for major holiday, including Christmas, Easter Sunday, and special events with advance notification.

REVISED: October 2017