



**Emmanuel Lutheran Church, Vienna, VA**  
**Sanctuary Choir Director - Contractor Position**  
**for Traditional Worship and Combined Services**  
**Description of Responsibilities**

**Contract Status:** Part-Time – averaging 10 hours per week, including, but not limited to time in worship, rehearsals and practice, meetings, and planning.

**Reporting Relationship:** The Sanctuary Choir Director is supervised by and reports to the Lead Pastor.

**Job Summary:** The Sanctuary Choir Director provides Emmanuel’s traditional worship and combined worship services with creative, effective, and inspirational choral leadership that glorifies God, working closely with the Pastors, music staff, and the Worship Team when appropriate in planning Emmanuel’s worship services.

**Essential Duties and Responsibilities**

*The Sanctuary Choir Director shall:*

- Collaborate with the pastors and other music staff in planning traditional and combined worship services and select music appropriate to the liturgical season or worship theme for those services.
- Coordinate and communicate with other music staff and volunteers regarding scheduling of choir rehearsals and choral worship offerings as appropriate for traditional and combined worship services.
- Develop a schedule and direct the Sanctuary Choir during the Sunday morning traditional worship service, as well as at combined services, and other special services, such as Christmas Eve, Holy Week, and Easter.
- Recruit and welcome members to participate in the Sanctuary Choir.
- Teach vocal, music, and worship leadership skills as appropriate for Sanctuary Choir members.
- Conduct regular rehearsals at times convenient to participants, nurture faith principles during rehearsals, and communicate with participants and the church office of any necessary changes in rehearsal times.
- Work with Worship and Music Team and other volunteers, as appropriate, to develop and promote outreach/special programs such as concerts, workshops, and other special events.
- Participate in meetings of Emmanuel’s program staff, the Worship and Music Team, and other teams as appropriate.
- Oversee maintenance of the choir music library and database, materials, and supplies for the traditional worship service.
- Assist in preparing annual spending plan and other reports of the Worship and Music Team.

- Provide music titles and other information for publication in traditional and combined worship bulletins in a timely manner in accordance with appropriate copyright licensing.
- Adhere to policies and procedures of Emmanuel, including the child protection policy.

### **Qualifications**

- Demonstrated experience and competence in directing choirs and sufficient academic background, training and experience necessary to perform essential duties and responsibilities of the position, including knowledge and experience in planning music appropriate to the liturgical church year.
- Commitment to Christ with a record of active participation in the worship life within the church.
- Knowledge of both the doctrine of the Lutheran Church and the educational materials of the Evangelical Lutheran Church of America.
- Effective interpersonal, communication and organizational skills and the ability and commitment to work harmoniously, effectively and confidentially with congregation members and staff.
- Ability to plan, schedule, prioritize and take initiative on a variety of tasks.
- Successful completion of criminal background check and child protection policy training.

### **Core Competencies**

- *Creativity and Innovation:* Generates new ideas; re-examines existing ideas and approaches to create fresh and innovative approaches; learns from mistakes; exercises good judgment about which creative ideas and suggestions will be successful.
- *Interpersonal Skills:* Establishes and maintains good working relationships; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of actions on others; uses diplomacy and tact; avoids communication triangles.
- *Listening:* Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of others; can describe the perspective of another, even when disagrees.
- *Influencing Others:* Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to work in.
- *Technical Expertise:* Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands the skills that are lacking and seeks to develop them; continually works toward mastery of technical proficiency.
- *Initiative:* Self-starting, action-oriented, and energetic about worthwhile activities; not fearful of taking appropriate risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- *Time Management:* Uses time effectively and efficiently; works independently without supervision; values time and respects the time of others; concentrates efforts on the most

important priorities; can appropriately balance priorities; demonstrates strong organizational skills.

- *Honors Church Mission:* Honors Emmanuel's mission to proclaim the Gospel and create disciples.
- *Ethics and Values:* Honors the core values and beliefs of Emmanuel in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.
- *Integrity and Trust:* Keeps confidentiality and is trustworthy; practices direct, honest and transparent communications; admits mistakes; responds to situations with constancy and reliability; consistently embodies appropriate behavioral choices in stressful and nonstressful situations.
- *Understands Church Policies:* Understands and complies with Emmanuel's policies and practices and communicates them to others.

### **Other Information**

- This position is available immediately.
- Cover letter, resume, and all inquiries must be submitted to [aprinsen@elcvienna.org](mailto:aprinsen@elcvienna.org).
- Resumes will be accepted and considered until the position is filled.
- Learn more about ELC at [www.elcvienna.org](http://www.elcvienna.org).

### **Our Mission and Vision**

Our mission is to nurture, grow, and share our Christian faith as Lutherans in a multicultural world. We envision Emmanuel Lutheran Church as a welcoming, vibrant, growing, and faith-filled Christian community whose participants generously share their time, talents, and resources in a changing world.

### **Our Welcome Statement**

Emmanuel Lutheran Church welcomes all who are seeking God's love and grace. We welcome and affirm full participation by all because God welcomes all, regardless of race, culture, national origin, citizenship status, sexual orientation, gender identity or expression, relationship or socio-economic status, addictions, physical or mental health, disability, imprisonment, age, or other circumstances. OUR UNITY IS IN CHRIST.

### **Land Acknowledgement**

Emmanuel Lutheran Church gathers upon the ancestral lands of the Manahoac people. Find out more about the Manahoac at <https://en.wikipedia.org/wiki/Manahoac>.