

## **Choir Coordinator (or President)**

Responsible to the Minister of Music or the Director of their particular choir

- Appointed or elected
- Must have a proven record of personal integrity and self-motivation in the fulfillment of the Ministry
- Must be saved, talented and Holy Spirit-filled with a desire to bring glory to God through music.
- Must have a growing theology and practice of Christ- centered worship.
- Must have administrative skills

Requirements:

- Sufficient health to discharge duties properly
- Requires passing criminal civil background checks (particularly if working with children and youth)
- Strong commitment to biblical Christian principles and teachings both professionally and personally
- Must be living a Christian life in the world, and participating in Christian Bible study, particularly as provided by this church

Duties:

- Leads the choir leadership (administrative) staff (secretaries, treasurer, etc.)
- (Unless elected) appoint (with MM and CD approval) key persons to assist, knowing that the director is ultimately responsible for the work of this choir in carrying out the administrative needs of the choir.
- Enforce guidelines for choir with the approval from the choir director (uniform, conduct decorum, attendance, etc.)
- Handle (or appoint someone to handle) dues, uniform fees, music fees, etc.
- Track attendance, sick or missing members (see section leaders)
- Seek ways to recruit new members
- Keep choir morale lifted through fellowship events, visitation, cards, etc.
- Comply with all administrative duties appropriate for a church staff member, i.e. attend staff meetings, orientation training and workshops, turn in reports, stay in regular contact with the choir director
- Encourage members to participate in Mass Choir opportunities for special events, i.e. Women's Day, Men's Day, Pastor and Church Anniversary, Family and Friends' Day, Easter, Christmas, etc.
- Work in cooperation and Christian fellowship with other ministry staff persons.