



## JOB DESCRIPTION

**POSITION TITLE:** Church Musician/Choral Director

**DATE:** October 18, 2023

**DEPARTMENT:** Valley Crossroads SDA Church

**REPORTS TO:** Minister of Music/Pastor

**CLASSIFICATION:** Non-Exempt, Part-Time,  
\$75.00+  
3-5 hours/week or as needed.

**SALARY RANGE:** \$50.00 -

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### POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Perform church musician and choral directing responsibilities.

### ESSENTIAL FUNCTIONS

1. Regular, on-time attendance at rehearsals and performances.
2. Provide meaningful musical worship experiences for the congregation.
3. Knowledge of Christian worship and an understanding of church sufficient to play appropriate music for worship services and having sensitivity to traditional and contemporary styles of worship and church music.
4. Possess good interpersonal and communication skills.
5. Must be able to motivate and inspire his/her choir members.
6. Know the names of your choir members.
7. Lead by example and display patience.
8. Play throughout the Divine worship service as needed and requested.
9. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
10. Participate in special programs such as Christmas and other concerts.
11. Accompany vocalists and instrumentalists as needed.
12. Be flexible to play whatever keyboard instrument is needed at the time. Special services may also be included at times.
13. Ability to transpose music and play transcriptions.
14. Advise Minister of Music of any absences as far in advance as possible.
15. Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

To perform this job, the individual must:

- Perform each essential function satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration, a learner and possess character above reproach.

### **Competencies**

- Good written and verbal communication skills in English (composition, spelling, and punctuation).
- Problem solving and analytical skills.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Ability to relate and engage diverse peoples and cultures.
- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.

### **Personality Traits**

Professional, excellent work ethic, punctual, flexible, tactful, and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire, high level of emotional intelligence.

### **Certificates, Licenses, Registrations**

Valid driver's license.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

