**MARINER SANDS CHAPEL**

**Stuart, FL**

**Position Description (PD) & Employment Agreement**

**POSITION TITLE CHOIR DIRECTOR, Mariner Sands Chapel**

**VISION COMMITMENT**

The Chapel Choir Director is a Staff Member for Mariner Sands Chapel and its congregation within the Mariner Sands Country Club (MSCC) Community in Stuart, Florida.

The Chapel’s operations and ministries are encompassed in its Vision Statement: *“Welcoming Everyone – Serving Others – Building Community.”* The Choir Director will covenant, with God’s help, to work faithfully with other staff members – in attitude and actions, in planning and coordination, and in task performance – to achieve the vision.

**PERSONAL FAITH & SPIRITUAL GROWTH**

The Chapel Choir Director’s personal faith and growth – spiritual, Biblical, intellectual, cultural, and interpersonal – is important to accomplish the Chapel vision, ministries, and programs. Therefore, the Choir Director will seek to live and grow in the Christian faith, so as to be an encouragement and example to other members of the Chapel Staff, Chapel congregation, and Mariner Sands community.

**POSITION SUMMARY**

The Chapel Choir Director is responsible for the planning, preparing, and performing of the Chapel’s entire music program and its participants (e.g., vocal music and handbell choirs, as well as guest musicians), working the Mariner Sands “season” from Mid-September through Mid-June.

Specific list of responsibilities and duties of the Choir Director include:

* Plan and structure, in consultation with the organist and other performing artists (as necessary), the musical programs and selections for regular worship/special services with the Minister.
* Schedule and conduct regular or special rehearsals for the choirs, ensembles, and handbells
* Arrange for instrumentalists and/or soloists as appropriate and within budget.
* Attend regular chapel services, conducting and supervising the musical performances.
* Arrange any absences with the Minister.
* Along with the Music Committee, oversee the annual music budget in cooperation with the Treasurer. Track music expenditures within the current budget.
* Maintain current inventories of music along with proper filing of music.
* Purchase new musical scores which may be desirable for the music program.

**SUPERVISOR**

The supervisor for the Chapel Choir Director is the Minister of the Chapel. A support person for the Choir Director is the Music Committee Chairman – for thinking, planning, and assistance.

**SCHEDULE**

The Chapel season is September through Mid-June with a strong desire to expand. In the “off-season” (Mid-June through August), the Choir Director will provide support for special services such as Memorials or Weddings – or assist the Minister finding music support for those worship services.

The Choir Director will provide and lead music for all Sunday worship, choir rehearsals, and special services. If Choir Director must be absent, a qualified substitute shall be secured. Advise the Minister, as soon as practicable, of both the absence and the name of the substitute. For absence due to illness, the Chapel will compensate the qualified substitute $150.

**TIME AWAY**

Vacation time is not given. Leave of absence may be granted upon approval with the Minister without compensation. Except for special worship services or personal emergencies, the Chapel Choir Director may be gone – with pay – two Sundays each season. If gone, the Choir Director will secure a qualified substitute whom the Chapel will pay $150.

**TERMINATION**

The Choir Director or the Chapel Board may terminate this contract by a 60-day notice.

**COMPENSATION**

**Salary**

Choir Director financial compensations are:

Gross Salary (before FICA and FIT deductions)

Base Salary

Professional Development Summer Study (Reimbursement)

Health Reimbursement Account (HRA)

HRA is a portion of gross salary which staff member designates for health expenses by Dec 31 before new calendar year. This amount is withheld until original receipts are submitted for reimbursable amounts. These receipts must be turned in quarterly, the last portion on or before December 15th.

**Honoraria**

Honoraria for Choir Director involvement (e.g., solos) at Memorial and Wedding Services will be explained by the Minister to families and paid by them. If the family does not pay this, the Chapel will pay $150 compensation for each service. These amounts are net of FICA.