

# UNIVERSITY PRESBYTERIAN CHURCH

2203 San Antonio Street, Austin, TX, 78705 - 512-476-5321

## JOB DESCRIPTION FOR CHANCEL CHOIR SECTION LEADERS

September 2012

**Purpose:** To be a Section Leader for the UPC Chancel Choir.

**Accountability:** Accountability of the Section Leader is to the Director of Music (the "Director").

### Responsibilities:

1. Attend all scheduled rehearsals of Chancel Choir during normal choir year, from August Choir Retreat through Spring season, usually ending on Pentecost Sunday or end of May, whichever falls later;
2. To attend all worship services which the Chancel Choir serves, and other performances by the Chancel Choir, e.g. dress rehearsal for December *Lessons & Carols*, Good Friday *Service of Darkness*, any other special concerts.
3. Sing solos at Chancel Choir performances if and as requested by the Director.
4. At the Director's discretion, opportunity may be offered to be a Section Leader for Summer Choir during June through Labor Day weekend; compensation during summer months is adjusted for the Sundays-only schedule of the Summer Choir.

### Musical Requirements:

1. Excellent musicianship: good music reader, pitch sense, and ensemble singer;
2. Strong sense of musical leadership; primary duty is to give volunteer singers a strong sense of musical security; to be the first in the section to know music well; to lead sectional rehearsals if and when the Director requires;
3. General group leadership in behavior, deportment, attendance, and punctuality at rehearsals and performances.

### Evaluation:

1. Performance review will be conducted at each semester end by the Director with input from the appropriate Chancel Choir section members and officers.
2. Musical initiative and singer's vocal leadership of his/her section will be important evaluation factors, as will general attitude and spirit of helpfulness, including punctuality and attendance.
3. Employment as a Section Leader is at-will, and decisions on continuation of service will consider performance reviews and availability of funding.

### Additional Considerations:

1. At the Director's discretion, Section leader is engaged for either a semester or full Chancel Choir season.
2. Excused absence will be granted when requested sufficiently in advance from the Director; however, an absence incurs a proportionate deduction from the next payment.
3. Other absences are permitted when a substitute is secured at the singer's expense, and with the Director's prior approval.
4. Unexcused or excessive absences at rehearsals or performances will be noted in the

singer's evaluation.

5. Absence for illness or emergency will normally be excused by the Director, but communicating promptly with the Director is required. Excessive absence due to illness will be considered in performance review.
6. This Job Description is a part of the separate Letter of Agreement provided the Section Leader which defines specific terms and time of employment.

Mr. \_\_\_\_\_  
Austin, TX

Dear \_\_\_\_\_:

We are pleased to offer you employment as a Section Leader for the Chancel Choir at University Presbyterian Church. If you accept this employment offer, your title will be "Section Leader" and you will report to Ara Carapetyan, the Director of Music at UPC.

In the role of Section Leader, you will be expected to carry out the duties and responsibilities identified in the enclosed Job Description, in accordance with the requirements stated therein. The Job Description may be periodically updated by UPC to reflect the needs of the Chancel Choir.

We are offering you a base salary of \$\_\_\_\_ per month during your term of employment, as stated in the Job Description. Your salary will be subject to deductions for taxes and other withholdings as required by law and policies of UPC. Your employment will not include any additional employee benefits.

If you accept this employment, it begins effective \_\_\_\_\_. Rehearsals are held at UPC and start promptly at 7:00pm each Wednesday during the Chancel Choir term, except as otherwise scheduled by the Director.

Your employment with UPC is at-will and either party can terminate the employment relationship at any time with or without notice. You acknowledge that this employment offer letter (including the Job Description) represents the entire agreement between you and UPC and that no verbal or written agreements, promises or representations not specifically stated in this employment offer letter are or will be binding upon UPC.

If you are in agreement with the above employment offer details, please sign this letter below and return this employment offer to UPC. This employment offer is in effect for five business days.

We will be pleased to welcome you to the family at University Presbyterian Church.

Ara Carapetyan  
Director of Music

**ACCEPTED:**  
Your signature

\_\_\_\_\_  
Your Printed Name:

Enclosure: (Job Description)

Copies: San Williams

Date signed:

\_\_\_\_\_  
Sandie McGee  
Staff Oversight Ministry  
Worship & Music Ministry