Student Job Descriptions:
University Church Choir Director (Battell Chapel)

The conducting faculty, in consultation with the Pastor of the University Church, select two second-year conductors who share this position.

Report to: The Pastor and Associate Pastor of the University Church in Yale (UCY), and the Director of Chapel Music

Ongoing duties:

• Planning
  o Study previous year’s anthems and congregational songs to understand the particular nature of worship at UCY
  o Plan the choir’s repertoire in accord with the liturgical calendar; produce a full list of anthems with texts and translations early each semester, for the entire semester
  o Attend a weekly meeting with the worship planning team (pastors, organist, choral directors, liturgical coordinator, and intern) to plan music and liturgy for the entire worship service
  o Arrange for a substitute on Sundays when there is a conflict, and compensate them appropriately if it is a stipend Sunday
  o When budgets allow and the choir director is available, assemble soloists or ensembles for non-stipend Sundays or assist pastors in arranging a substitute choir director (for extra compensation per service)
  o Arrange for instrumentalists as needed (especially, but not only, brass for Easter)
  o Conduct a major choral work (either a cappella or choral-orchestral), approximately half an hour in length, that is integrated into the liturgy
    ▪ Consult with the pastors about the repertoire and schedule
    ▪ Hire any additional musicians required for this major work, and oversee their payment in consultation with the chapel administrators
  o Work with the Episcopal Church at Yale (ECY) choir director and Yale/Luther House/UCY pastors to plan Advent Lessons and Carols
  o Train choir members to cantor for worship, or arrange with the pastors for such training
  o Plan carefully with the organist to be sure that he/she can prepare and perform anthem accompaniments

• Choir Personnel
  o Plan auditions as early as possible in the fall for membership in the choir; coordinate with Yale choral auditions and Maggie Brooks
  o Actively recruit for the choir within musical organizations on campus (a cappella groups, professional schools, other choirs, etc.) as well as within the Church community
  o Prepare announcements of auditions in advance for the church bulletin
o Meet with the Chaplain’s Office staff before the fall semester to discuss who can be hired to sing
o As soon as membership is decided, submit a list of choir personnel to the Chaplain’s Office for payroll purposes
o Supervise choir members in submitting their weekly hours
o Every Monday by noon, approve choir members’ hours
o Assist pastors with information about choir members for bulletins and events
o Follow up with the Chaplain’s Office on any discrepancies regarding payment
o Keep track of budgeted (weekly wages) and special (instrumentalists) expenditures, and ensure the choir remains within budget
o Coordinate with pastors on any special expenditures (orchestras, Holy Week, etc.)

• Services
  o Prepare for and lead the weekly choir rehearsals (2 hours on Thursday evenings and before the service on Sunday mornings)
  o Prepare for and lead all services and other special events
  o Attend Sunday morning leaders’ talk-through (usually 8:45 am–9 am)
  o Designate 15 minutes of Sunday morning rehearsal time to rehearse congregational music and cantors

• Library and Education
  o Prepare occasional educational entries for the weekly bulletin
  o Hire and supervise 1 or 2 choir librarians from within the choir
  o Maintain Battell Choir library
  o Ensure that all music borrowed from ISM choral library is returned

Payroll: This position is paid with a one-time stipend payment each semester