

**First Christian Church (Disciples of Christ)**  
**Ponca City, Oklahoma**  
**JOB DESCRIPTION**

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**Title:** Choir Director

**Reporting Relationships:** Responsible to the Senior Pastor, FCC Personnel Committee and FCC Council.

**Qualifications:** Undergraduate degree desired, emphasis in music preferred. Experience and proficiency in vocal choir direction and instruction; keyboard proficiency desired.

**Working Relationships:** Develop and maintain a positive working relationship with FCC staff and members necessary to carry out the choral ministry of the church.

**Essential Job Functions:**

1. Provides leadership and direction of the Chancel Choir including recruitment, instruction, rehearsal, and performance.
2. Participates in worship planning with the pastor, staff and other church ministry teams.
3. Supervises the maintenance and care of equipment, instruments, robes, and music libraries.
4. Assists in the development of the annual music budget.
5. Manages expenditures and adheres to budget guidelines.
6. Participates in and encourages music outreach to the community.
7. Planning and leading special and seasonal concerts.

**Physical Factors:** Be able to perform under stress when confronted with emergency, critical, or unusual situations.

**Standards of**

**Performance:** Participates in regularly scheduled accountability and support meetings:

- Monthly staff check-in
- Annual Personnel Review

**Hours Required for**

**Job Responsibilities:** This is a part-time staff position with mid-week rehearsal times and Sunday morning run-throughs prior to the 11:00 AM worship. 5-6 hours / week.

**Church Description:** Average weekly attendance - 63  
Worship style - traditional, structured, but not high church  
Location - downtown area of Ponca City, OK  
<https://www.fccponcacity.com/>

**To Apply:** Send cover letter and resume to [connect@fccponcacity.com](mailto:connect@fccponcacity.com), attention Stephen Johnson.