



MUSIC COUNCIL JOB DESCRIPTIONS

President (1) Melanie Frauhiger

Serves as spiritual leader of the choir
Conducts officers' meetings
Coordinates and delegates the responsibilities and functions of choir officers
Represents the choir members to the church staff and to the congregation
Keeps officers and Music Minister informed of the choir's needs
Responsible for helping the Music Minister fulfill his/her vision for the Music Ministry

Vice President (1) Aimie Morris

Assumes President's responsibilities if he/she is absent
Responsible for promoting choir membership and recruiting
Introduces and welcomes visitors and new members
Keeps Secretary informed of current membership and attendance status
Informs Music Minister and Ministry Chair of spiritual, emotional, and physical conditions of choir members
Assists the President in prayer for the Music Ministry

Secretary (1) Marty Fryman

Assumes President's responsibilities if above officers are absent
Records minutes of meetings
Keeps records of attendance on Pathways, works closely with Section Leaders
Keeps Vice President informed of attendance, visitors, memberships
Keeps Music Minister informed of weekly attendance

Treasurer (1) Elizabeth Shiverdecker

Responsible for communicating financial management of the funds and budget of the Music Ministry to the Minister of Music
Responsible for paying bills on behalf of Music Ministry
Must keep financial records current to disclose financial status with integrity
Must keep President and Music Minister informed of financial standings

Historian (1) Mary K. Mann

Maintains records of the Music Ministry
Collects public notices (newspaper clippings, etc.) of choir or choir members
Documents events in Music Ministry, acts as photographer
Maintains choir bulletin board
Maintains choir scrapbook

Section Leaders (4)

1. ***Soprano*** *Aimie Morris*
2. ***Alto*** *Jennifer Gafron*
3. ***Tenor*** *Jon Schwier*
4. ***Bass*** *Kyle Johnson*

Oversees the condition of their section

Responsible for taking attendance weekly in their section, submits records to Secretary

Responsible for contacting visitors and absentees

Responsible for orienting new members of their section

Assists with the disbursement of music, folders, and other materials within their section

Acts as a liaison between choir members and officers

Editor/Reporter (1) Christy Nowlin

Responsible for maintaining music ministry article in church newsletter

Collects current information from choir

Announces needs or other news to the choir

Music Librarians (2) Margaret Kettle and Marie Harris

Responsible for organizing, cataloging, and keeping current records of all music

Responsible for music distribution and collection

Responsible for player piano music between services

Assists Music Minister with preparation for future choral productions

Keeps Music Minister informed of music needs

Wardrobe Chairs (1) Veronica Cooper and Pat Bigham

Responsible for maintenance (cleaning and repair) of robes

Consults with Treasurer for budgeting and expenditures

Responsible for assigning robes

Responsible for vesting every choir member

Keeps Music Minister informed of robe needs

Social Chairs (2) Susan Messenger and Sarah Warf

Responsible for arranging and organizing social activities for choir and Music Ministry

Coordinates events with Music Minister and President

Consults with Treasurer for budgeting and expenditures

Keeps record of materials used in social events

Encourages a sense of community within the Music Ministry and other church organizations

Ministry Chair (1) Janet Lefton

Responsible for expressing joy, love, concern, or condolences on behalf of the Music Minister, officers, and choir to other choir members

Responsible for sending flowers or cards for illness, deaths, births, birthdays, new marriages, and other special needs or events.

Should keep all officers and Music Minister informed of conditions of choir members

Responsible for devotional at music ministry events