



## **CHANCEL CHOIR DIRECTOR SEARCH COMMITTEE PURPOSE, ROLES, RESPONSIBILITY AND TIMELINE**

### **PURPOSE:**

The committee has been recruited and appointed by Jeremy Haug (in consultation with Trina Volbrecht and Pastor Kyle Jackson) on behalf of the Mount Calvary leadership team to serve as leaders responsible for recruiting, interviewing and developing a call recommendation to hire as the Chancel Choir Director of Mount Calvary.

The call recommendation will be undertaken after reflection on the future needs of the mission and ministries of Mount Calvary and by engaging in deep listening to God, through scripture and prayer, and community of faith.

### **KEY DUTIES AND ROLES for ALL MEMBERS:**

1. Act as representatives of the Chancel Choir, church and congregation in the selection of the Chancel Choir Director.
  - Serve as a congregational key stakeholder to evaluate church needs, opportunities and chancel choir director ministry expectations. Seek additional voices, if desired, for further input.
  - Provide ongoing communications to the committee leadership throughout the process.
  - Ensure a fair and consistent evaluation of candidates
  - Uphold strict confidentiality regarding candidate information and committee deliberations
2. Carefully research, interview and recommend candidates.
  - Work all avenues possible to finalize the best candidate options.
  - Guide and support the work of the search process by performing research, interview and recruitment activities.
    - Help identify potential candidates or networking contacts
    - Assist in drafting interview questions aligned to the position profile
    - Participate in interviews, final interviews
    - Participate in the practical onsite interview with Chancel Choir, Worship and Music Staff, and other key stakeholders
    - Evaluate candidates beyond interviews, evaluation and reference checks
    - Provide insight into the musical and leadership skills required for the role.
  - Make final candidate selection recommendation to the leadership team.

### **Chancel Choir Director Search Committee Members and Leadership**

- 1) *Committee Chair:* Kathy Larson
  - 2) *Staff Lead and HR Liaison:* Jeremy Haug (Principal Organist) [Leadership team]
  - 3) *Senior Pastor and Department Lead:* Kyle Jackson [Leadership Team]
  - 4) *Member:* Cassandra Morgan
  - 5) *Member:* Mike Kosloski
  - 6) *Member:* Natalie Ward
  - 7) *Member:* April Ueland
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## **RESPONSIBILITIES:**

### **Committee Chair:**

- Lead and facilitate committee meetings
- Set agenda and ensure timely progress of the search process (in support with staff leadership)
- Maintain clear and regular communications with committee members
- Coordinate interview schedules and logistics
- Encourage prayerful consideration and spiritual discernment through the process
- Foster a respectful and inclusive environment for all committee discussion
- Lead and oversee in the practical onsite interview with Chancel Choir, Worship and Music Staff, and other key stakeholders

### **Staff Lead and HR Liaison:**

- Coordinate the creation and distribution of the job posting, including publishing to Mount Calvary websites, and other recruiting avenues
- Collect candidate applications and share with all search committee members
- Act as the primary liaison between the candidate and the Search Committee on behalf of Mount Calvary
- Communicate the church's long-term vision and how the choir director role supports it.
- Respond to candidate inquiries professionally and promptly
- Maintain accurate records of meetings, decisions and candidate evaluations
- Collaborate with church leadership to approve or appoint the final candidate
- Provide insight into the musical and leadership skills required for the role.
- Ensure the new choir director will integrate well with Mount Calvary culture, including existing worship teams and ministries
- Offer perspective on how the role fits into the boarder worship experience and Mount Calvary community
- Prepare final recommendations and reports for leadership
- Offer public support for the committee's work and final recommendation.

### **Senior Pastor and Department Lead:**

- Support, uplift and actively participate in the search committee process
- Serve as a resource for the committee, offering insight and pastoral care.
- Provide spiritual guidance and prayerful leadership throughout the search process.
- Offer perspective on how the role fits into the boarder worship experience and Mount Calvary community
- Communicate the church's long-term vision and how the choir director role supports it.
- Offer support for the committee's work and final recommendation.
- Ensure the new choir director will integrate well with Mount Calvary culture, including existing worship teams and ministries

### **All Members:**

- See above
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## THE TIMELINE

### 1) **May 2025 - Prepare**

Position profile finalized and posted  
Search Committee is formed  
Discussions and Meetings begin to finalize selection process

### 2) **June 2025 – Recruit Candidates**

Candidate submissions due by June 13  
Call Committee (and others) recruit, publicize and network

### 3) **June & July 2025 – Interviews**

Candidate interviews  
Candidates interviewed, and ranks in order of best fit for the job  
Practical interview with Chancel Choir, Worship & Music staff, and key stakeholders

### 4) **Late July or Early August – Candidate selection and offer**

Search committee has made their final recommendation and offer

### 5) **August 2025 (Flexible) – Start Date**

Target start date goal, flexible based on candidate needs and transition period

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