

# Board of Worship

---

## Adult Choir Librarian

**Mission Statement:** The Adult Choir of Trinity Evangelical Lutheran Church serves members and guests by praising God and proclaiming His Word through song during worship.

**Description:** The Adult Choir Librarian assists the Adult Choir by ordering new music, filing sheet music, and issuing sheet music and folders to the Adult Choir members as directed. The Adult Choir Librarian works closely with the Director and is part of the Adult Choir team along with the Director, Accompanist, and Connector.

**Qualifications:**

- Communicant member of Trinity Ev. Lutheran Church
- Organized
- Good administrative skills
- Works well with others
- Adult Choir member
- Attends church regularly

**Responsibilities:**

1. Organize music for the Adult Choir.
  - a. Coordinate new music purchases as requested by the Director.
  - b. Coordinate music sharing with ILS and/or Zion Ev. Lutheran Church as requested by the Director.
  - c. File Adult Choir music.
  - d. Prepare and track the music folders issued to the Adult Choir members.
2. Serve as member of the Adult Choir team (includes the following members):
  - a. Director—leads Adult Choir Team, selects music, prepares choir schedule, works with Worship Pastor, is liaison to the Board of Worship
  - b. Accompanist—accompanies choir during rehearsals and worship services
  - c. Connector—encourages, invites, and introduces new choir members
3. Communicate with the Director and Adult Choir team.
  - a. Alert the Director and/or the Adult Choir team to any issues or opportunities as they relate to the sheet music for Adult Choir and Trinity's worship services.

**Time Commitment:**

- 1 hour per month
- 1-year commitment

**Relationships:** The Adult Choir Librarian works closely with the Director and serves on the Adult Choir team along with the Director, Accompanist, and Connector. The Librarian seeks to encourage and support all of the Adult Choir members in their ministry by ensuring sheet music is ready and available.

**Training:** The Adult Choir Librarian is trained by the outgoing Librarian regarding filing, purchasing, and organizing Adult Choir music.