



Children's Music Director

(Average Hourly: 10-12 hrs/week at \$25/hr)

Job Description:

The Children's Music Director shall oversee all aspects of the Covenant Choir - children in grades 2-5, working with the Director of Music Ministries and the Director of Children's Ministries. This person shall demonstrate and communicate faith-based effective leadership through organizational planning, recruiting, teaching, and directing children's vocal and handbell choirs and shall oversee all volunteers in children's music (accompanists and parent helpers, either volunteer or paid).

Primary Job Functions:

Primary job functions as stated are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

- Prepare, plan, administer and direct/resource the Covenant Choir, including communicating with the entire church family, the Children's ministry, and the CCPC community outside the church
- Recruit, train and coordinate all choir helpers and accompanists, including the organization of schedules, duties, orientation, and appreciation
- Plan and oversee the budget for the children's music programs
- Work with the Director of Music Ministries in overall music ministry planning
- Work with the Director of Children's Ministries and Cherub Choir Director in overall children's music ministry planning

Additional Job Functions:

- Plan a year-long calendar in coordination with staff
- Plan, coordinate, rehearse and direct a children's musical in the spring or summer
- Plan and direct a summer music camp
- Work with the Director of Children's Ministry, plan, direct, provide resources for Vacation Bible School Music
- Create and direct the Celebration Ringers (children's handbell choir), as numbers allow
- Work with the Director of Children's Ministries to provide or resource music for Sunday School as needed

Organizational Structure:

Immediate Supervisor:	Director of Music Ministries
Programmatic Partners:	Director of Children's Ministries Director of Cherub Choir
Co-Workers with Similar Responsibilities:	Organist, Cherub Choir Director

Universal Competency Requirements:

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210th General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships, and the need for spiritual, physical, emotional and intellectual renewal.

Core Competency Requirements:

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.