



Director of Children's Music
(Salaried/Exempt: 20 hrs./wk.)

Job Description:

The Director of Children's Music shall oversee all aspects of the children's music programs of the church. 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 any other staff involved in children's music (directors, accompanists, and parent helpers, either volunteer or paid). The person shall assist the Director of Music Ministries in his/her absence and be available for Sunday morning assistance as needed.

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 children's choirs, including communicating with the entire church family, and the CCPC community outside the church, the children's choir ministry
- Direct the Covenant Choir, which are children in grades 2-5.
- Direct the Celebration Ringers (children's handbell choir)
- Recruit, train and coordinate all choir helpers and accompanists, including the organization of schedules, duties, orientation, and appreciation
- Serve as the supervisor the Director of the Cherub Choir for children 4 years old through 1st grade
- Plan and oversee the budget for the children's music programs
- Work with the Director of Music Ministries in overall music ministry planning and performance

Additional Job Functions:

- Attend regular staff meetings as needed
- Plan a year-long calendar in coordination with staff
- Plan, coordinate, rehearse and direct a children's musical in the spring
- Work with the Director of Music Ministries in planning seasonal music events (Christmas music, Lent, Holy Week, etc.)
- Assist with the Sanctuary Choir, and the Revelation Youth Choir as needed
- Plan and direct a summer music camp (Red, White and Blue)
- Plan and direct a summer beginning hand bell camp

- Plan, direct, coordinate, assist, or provide resources for Vacation Bible School music as needed
- Provide or resource music for Sunday School or other areas of children's ministries as needed

Organizational Structure

Immediate Supervisor:	Director of Music Ministries
Pertinent Subordinates:	Cherub Choir Director Choir Accompanists Volunteers
Co-Workers with Similar Responsibilities:	Organist

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.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Approved by Personnel Committee: June 7, 2016