



Children's Music Coordinator

Position Description

Date: August 2017

FLSA Category: Occasional Part Time

Function: Support Staff

Revision Target: Spring 2018

Hours: 8-10

PURPOSE:

To provide leadership and coordination of the Children's Music ministry program, including all children's choirs and musical events. The Children's Music Coordinator will work to strengthen, grow and educate participants in the children's music program at Christ Church.

POSITION STATUS:

Part-time (8-10 hours/week)

- Sundays 8:00am-12:00pm
- Wednesdays 7:00-9:00pm
- Additional on-site and off-site planning hours as needed

SUPERVISORY RELATIONSHIP:

Reports to: Classic Worship Director

POSITION RESPONSIBILITIES:

Choir Leadership

- Direct Acorn Choir (K through grade 2)
- Direct Kids of the Kingdom Choir (grade 3-6)
- Potential to establish and direct new ensembles (contemporary and classic)

Program Responsibilities

- Select appropriate repertoire (existing music library and some budgetary provision available) for each choir
- Prepare each choir to sing once per quarter in both Classic and Contemporary services (to be coordinated with Worship Directors in August of each year)
- Prepare all choirs to sing at various special services and events throughout the Church year, including:
 - All choirs: Thanksgiving Day service (one on Thanksgiving morning)
 - All choirs: spring musical or large-scale special concert event
 - All choirs: Palm Sunday Classic services (two on Palm Sunday morning)
 - Acorn: Spirit Village Alternative Market (Mission Department event on a Saturday in December)
 - Acorn and Kids of the Kingdom: Contemporary Christmas Eve Services (two on December 24 afternoon/evening)
 - Kids of the Kingdom: CarolFest Christmas Concerts (two on a Sunday in December afternoon/evening)
- Recruit and train assistant directors, volunteer team and rehearsal accompanist (if not piano proficient) from within the church community to properly supervise and teach all choirs in accordance with the Child Protection Policy
- Be in regular communication with the Family Team and Children's Ministry department to collaboratively implement music into the Sunday school (WonderZone/KidZone) curriculum throughout the Church year; may include participation in Summer Vacation Bible School (one week in June)

PERSONAL QUALIFICATIONS:

Character Traits

- Desire to continuously learn and serve others.
- Integrity for work habits and results; punctual, reliable, responsible, approachable and accessible.
- Ability to discern needs and respond appropriately, sensitively and proactively.
- Ongoing desire and effort to grow more Christ-like in character.
- Able to keep high degree of confidentiality.
- High degree of professionalism.

Skills and Talents

- Possess good musical, oral and written communication skills.
- Able to multi-task and maintain composure under pressure.
- Begin and end projects within reasonable timeframe.
- Self-starter needing minimal supervision.
- Works well with others and within a team.
- Creative, innovative and intuitive.
- Ability to anticipate and identify issues and propose recommended solutions.
- Communicate proactively and well with parents/guardians and a range of volunteers of all ages.

ADDITIONAL EDUCATION/EXPERIENCE:

- Bachelor Degree or higher in Music (Education, Pedagogy or Performance preferred)
- Substantial experience with children's choir required
- Basic piano proficiency strongly desired
- At least one year of Church and/or volunteer Ministry experience strongly preferred