

Highland Presbyterian Church

Position Title: Director of Children and Youth Music Ministry

Created, April 2018

Type of position

Non-exempt, part-time, program staff

Accountability

1. Reports to Director of Music Ministry, with oversight from the Senior Pastor/Head of Staff.

Position Supervises:

None.

Broad Goals of the Position

1. Maintain and enhance Highland's children and youth music ministry, focusing on developing participants' musical skills and nurturing them spiritually.
2. Work with the Director of Music Ministry and other staff in maintaining a vibrant and inspiring children's music ministry.
3. Provide varied and inspiring music for children and youth.
4. Help promote awareness of Highland's children and youth music program, both in the congregation and the community.

Expectations (i.e., Personal Characteristics)

1. Be a creative, visionary, and dynamic leader with a warm, outgoing personality as it relates to children and youth.
2. Demonstrate strong musical skills.
3. Foster participation in and commitment to Highland's music program.
4. Be a committed Christian.

Music in Rehearsal and Worship

1. Prepare and lead children and youth choirs in providing music at the traditional and contemporary worship services.
2. Recruit children and adult volunteers to participate...
3. Schedule and lead rehearsals with children and youth.
4. Engage an appropriate substitute when unavailable to meet a rehearsal or worship commitment.
5. Expand and enhance the following existing programs:
 - a. Weekly "after school" program, 16 weeks a year.
 - b. Weekly music for the "Gym Jam" program, weekly, Oct. through April. (negotiable)
 - c. Annual children's musical (direct).
 - d. Children's music program for the annual Vacation Bible School during one week in summer.

6. Assist in other programs where appropriate, especially in worship (youth ministry, family ministry, etc.).
7. Propose and develop music programs that could help Highland reach out to the community, such as a children/youth Worship Team, a violin ensemble, summer music camp.

Music Management

1. Select music for the children’s and youth choirs that coordinates with the worship schedule, and weekly worship themes.
2. Select and purchase new music and instruments in consultation with the Director of Music Ministry.
3. Manage the children’s music library and instruments in consultation with the Director of Music Ministry and the Worship and Music Council.

Staff Duties / Administration

1. Attend children's ministry monthly meeting.
2. Participate in monthly all-staff meetings if possible.
3. Attend Worship and Music Council on request.

Qualifications

1. Preferred education level is a Bachelor’s in Music or Education, but experience in directing children and youth in music will be considered.
2. Demonstrated ability to develop a well-rounded music program.
3. Knowledge of Christian music for children.
4. Demonstration of strong oral & written communications and presentation skills.
5. Strong planning and organizational skills.
6. Strong skills in working with children, youth and parents.
7. Pennsylvania child abuse clearances.

Confidentiality

Employment at Highland requires maintaining confidentiality in relation to all private communication and member information that is not intended for public knowledge.

HIGHLAND VISION STATEMENT: Connecting you with Christ and Community!

Initials Staff: _____

Date: _____

Initials Supervisor: _____

Date: _____