

# Mt. Pisgah United Methodist Church

---

## DIRECTOR OF CHILDREN AND YOUTH MUSIC MINISTRIES

### Job Description

#### **Reports to: Lead Pastor**

#### **Job Summary**

The Director of Children and Youth Music Ministries provides leadership and/or oversight for all music programs involving the children and/or youth of Mt. Pisgah. In addition, the Director works closely with the Lead Pastor, Director of Youth and Young Adult Ministries, Director of Traditional Music and Worship Arts, Director of Contemporary Music, and Worship Committee to provide a unified and positive worship experience to the congregation. The Director serves the church as a professional staff person and is an integral part of the church's worship design, planning, and implementation team. The Director is a sincere follower of Jesus Christ and has a heart for worship. The Director collaborates with and works as a team player with other church staff members to facilitate the overall work of the church in its mission to bring Christ to the world. Membership in the United Methodist Church is preferred but not required; it is expected that the Director will be supportive of and function in accordance with United Methodist doctrine and the policies of the local church.

#### **Employment Qualifications**

##### **Required:**

- Professional training and musical experience in a variety of Christian music selections.
- Proven and demonstrable abilities in directing, rehearsing and leading musical groups.
- Strong organizational, interpersonal, and communication skills, working with all ages.

##### **Desirable:**

- Minimum of Bachelor of Music or Bachelor of Arts in Music. Experience equal to this may be considered.
- Proficiency playing musical instruments, e.g., piano, hand bells.
- Ability to work with and have a general knowledge of the developmental characteristics of children and middle- and high-school-aged youth.

#### **Essential Job Functions**

1. In cooperation with the Lead Pastor and Worship Branch, oversees overall music ministry of children and youth, including supervision of volunteer and part-time music assistants.
2. Directs Youth Choir, Youth Hand Bells, and Carol Choir, including selection of music, conducting of rehearsals, and participation in worship.

3. Accompanies and/or arranges for accompaniment on the piano and/or organ for one or more of these groups.
4. Responsible for Carol Bells, Cherub Choir, and Youth Band (normally under the direction of volunteers).
5. Plans special performances and trips with Carol and/or Youth Choirs on various musical retreats and/or mission trips in coordination with the Director of Youth and Young Adults and Director of Children's Ministry.
6. Leads Carol and/or Youth Choirs at various specialty services during the year, such as Hanging of the Greens, Christmas Eve, Palm Sunday, Easter, or other special services as required.
7. Rehearses with choirs on dates set by the church, normally September to June.
8. Responds to concerns of youth and their parents in a timely and sensitive manner.
9. Plans and administers the Children and Youth music budget based upon church guidelines.
10. Makes annual budget recommendations for inclusion in the church budget.
11. In cooperation with lead pastor, director works within his/her allotted budget to procure supplies, services, and equipment in support of youth&children's music program.
12. Communicates necessary worship information to church office, Adult Music and Worship Arts branch, puppet ministry, and other personnel as needed.
13. Uses appropriate internal forms and regulations for the scheduling of time- and space-use of church facilities.

## **Work Schedule**

- This is a part-time salaried position, about 10 hours per week at an hourly rate of approximately \$25 per hour. The specific schedule of hours worked is determined in consultation with the Lead Pastor.
-