



- POSITION:** CHILDREN'S MUSIC ASSOCIATE
- REPORTS TO:** Associate Pastor of Music and Worship Arts
- JOB CLASSIFICATION:** Hourly (non-exempt)
- HOURS:** Hours will vary from week to week with the needs of the ministry, but weekly presence at Sunday rehearsal is required. Expectation is an average of approximately 6-8 hours per week (including rehearsals, planning, and participation in worship).
- JOB SUMMARY:** The Children's Music Associate supports the worship and children's ministry of the church by developing and overseeing a comprehensive program of children's worship and arts, providing opportunities for children to grow in faith through participation and leadership in worship, learning about the music of the Church, and nurturing the creative gifts in young people.

ESSENTIAL FUNCTIONS

- Plan for and facilitate the children's graded choir program (Praise Kids, gr. 1-5, & Cherubs, age 4 – K) beginning in early September and ending in Spring, directing and/or supervising both groups
- Recruit members with an eye toward growing Praise Kids into two groups – 1st-2nd grades, 3rd-5th grades
- Enlist volunteers to assist/teach and help build the program, including providing training for lay leaders regularly
- Prepare and direct a fully-staged Christmas musical to be performed during Advent
- Prepare children's musical/dramatic contributions to be used in various worship services, helping children participate in worship by preparing anthems, worship songs, readings, etc.
- Plan for and facilitate other music and arts opportunities for children, including but not limited to a summer music camp in conjunction with the Associate Pastor of Music and Worship Arts
- Work with Children's Ministry Director to coordinate dates/times of weekly choir classes
- Maintain excellent communication with lay leaders, volunteers, children, and families through email, text, phone, mail, and in-person
- Maintain a comprehensive collection of classroom instruments and manipulatives, integrating bells, ukulele, Orff, and other classroom instruments into regular weekly classes
- Participate in webinars and online/ in-person training conferences for children's choir leadership

QUALIFICATIONS

Prefer Degree in music and/or experience in choral direction with children

CORE COMPETENCIES

- **Team Orientation:** demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures;
- **Technical Expertise:** Acquires and demonstrates the technical skills required to execute the essential functions of the job proficiently; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency;
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities;
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values, and beliefs;
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.;
- **Worship Leadership:** Designs and facilitates relevant and inspiring worship; combines elements of theology, music, and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship;
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information