

Carlisle United Methodist Church Director of the Children's Choir

One of God's most beautiful gifts to us is the gift of music. Sacred music of all styles adds an emotional dimension stirring the spirit for passionate worship of God. The Director of the Children's Choir is vital in helping Carlisle UM Church with its mission to share the love of Jesus Christ and in leading and directing children in music to lift up worship that honors Him.

Qualifications:

The Director of the Children's Choir (3rd-8th grades) must possess exceptional communication and interpersonal skills, be able to work under the direction of the Director of Traditional and Traditions Choral Music Ministry and in concert with other church staff and volunteers, and have an obvious love of Jesus Christ and the church, and the passion to share that love with children and their families. The Director must have a visible appreciation for appropriate music that would enhance the worship experiences of Carlisle UM church. He or she must also possess exceptional skills in choir organization and conducting. Excellent communication skills are also necessary.

Duties and Responsibilities:

- ◆ Encourage children as vital participants in worship as they share their love for God through song. Work with children to understand God's character through a variety of music; identifying their giftedness and musical talent.
- ◆ Model faithful growing discipleship through short times of prayer and devotion with the choir, particularly during rehearsals.
- ◆ Organize, recruit and invite, on an ongoing basis, children of Carlisle UM Church and their friends to participate as members of the children's choir.
- ◆ Select, procure and provide appropriate music for use by the children's choir. Provide sufficient quantities of the music that will be utilized during the rehearsals and in worship services and special events. File and maintain all sheet music in the Director's music library.
- ◆ Prepare and conduct the children's choir for participation in any of the worship services (September – June) as determined by the Director of Traditional and Traditions Choral Music Ministry and music staff.
- ◆ Provide input in the development of the choir's worship schedule in consultation with the Director of Traditional and Traditions Choral Music Ministry and other music staff. Publish choir schedules and inform choir members, pastors, the Church Secretary, the Director of Children's Ministries, the Director of Traditional and Traditions Choral Music Ministry and others.

- ◆ Based on sharing songs in worship, establish rehearsal schedule for the choir. Coordinate rehearsals with the Director of Children's Ministries to encourage maximum participation by children in all aspects of our church.
- ◆ Timely provide information regarding musical selections as needed for worship bulletins to the Church Secretary.
- ◆ Maintain an inventory of choir gowns, stoles and music folders.
- ◆ Arrange for accompanists if necessary for choir performances and rehearsals.
- ◆ Follow office procedures when obtaining music, supplies and recognition awards.
- ◆ Plan and organize special events involving choir members such as an annual Christmas party and choir picnic.
- ◆ Identify an adult volunteer/s to assist with children's choir as required by the Safe Sanctuaries policy of the church. This adult must be cleared under the Safe Sanctuaries guidelines and be present at all rehearsals.
- ◆ Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The previous list of responsibilities is not to be considered as all inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Lead Pastor and the Leadership Council.

Working Relationships:

The Director of the Children's Choir shall perform the above responsibilities under the direction and supervision of the Director of Traditional and Traditions Choral Music Ministry of Carlisle UM Church. Questions or problems related to the job should first be discussed with the Director of Traditional and Traditions Choral Music Ministry, then the Lead Pastor.

The Director of the Children's Choir shall work in cooperation with all pastor(s), Director of Traditional and Traditions Choral Music Ministry, other staff, Leadership Council, church members and volunteers.

The Director of the Children's Choir shall be evaluated annually by the Lead Pastor with review by a representative of the Leadership Council.

The Director of the Children's Choir will receive an annual stipend.

Signed by Employee: _____ Date _____

Signed by Lead Pastor: _____ Date _____

Signed by Personnel Liaison
Leadership Council _____ Date _____

**It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

9/25/2013