

**Ark and Dove Presbyterian Church**

**8424 Piney Orchard Parkway**

**Odenton, MD 21113**

**Position Description:** Director of Children's Music

**Supervised by:** Rebecca Bell Echols, Director of Music, Timothy Stern, Pastor and Head of Staff, and the Administration Ministry

**Employed by:** The Session of Ark and Dove Presbyterian Church

**1. Primary Duties and Responsibilities**

Lead the Children's Music Program under the direction of the Director of Music of Ark and Dove Presbyterian Church in praising and worshiping God through a high quality, diverse, and engaging music program.

- Lead the Children's Music Program
  - Recruit, equip and nurture members of the children's choirs
    - Children's choir for non-readers (pre-school through 1<sup>st</sup> grade)
    - Children's choir for readers (2<sup>nd</sup> through 5<sup>th</sup> grade)
  - Plan, select, prepare, and practice children's music for worship
  - Accompany and/or conduct the children's choirs during worship services when performing
  - Lead creative and interactive choir rehearsals that introduce children to the foundations of music
  - Be a resource to the Christian Education music program including, but not limited to Vacation Bible School (one week in the summer months)
  - Assist and/or lead children's music as requested for the LOGOS midweek youth program (one evening per week from September – April)
  - Ensure regular communication with parents of choir members
  - Prepare children's choirs to present music for both an annual Christmas pageant and a Spring worship program
- Work with Director of Music to identify additional opportunities for growth and development of the music program

**2. Other Duties and Responsibilities**

- Administrative duties related to the Children's Music Program
  - Collaborate with the staff to provide inputs to the worship planning calendar
  - Create annual goals and objectives in consultation with the Director of Music
  - Attend staff meetings as requested
  - Attend Worship Ministry meetings as needed
  - Contribute articles as requested for the weekly Arkive to highlight the children's music program at Ark and Dove
  - Purchase necessary music and music supplies
  - Provide annual budget inputs to Worship and Administration Elders
- Equip and support volunteers to serve as leaders within the children's music program
- Assist the Worship Ministry for various special worship services throughout the year

- Other duties as assigned

### **3. Education, Skills, Training, and Experience**

- Able to create a sense of community within the children's music programs
- Good interpersonal skills: ability to manage children in a nurturing, caring fashion
- Possess an expert level capability in keyboard and demonstrated ability to sight read
- Knowledge of vocal, and instrumental methods
- Openness to musical diversity and creativity; a willingness to take risks
- Excellent leadership skills
- Strong organizational and administrative skills
- Demonstrated ability or past experience working with children's music programs

### **4. Hours**

The Director of Children's Music is a professional, part-time position. Expected work hours will vary each week with seasonal time variations based on events in the church calendar (e.g., Holy holidays, Christmas, Easter, etc.) and children's programs as required (e.g., LOGOS, Vacation Bible School, etc.). Generally, any given week will include a six to eight hours of work for planning and preparation, choir practices, and leading choirs during Worship services when applicable. There will be no children's choirs during the summer months, but there will be a week of Vacation Bible School in which the Children's Music Director will lead the music portion. Expect a spike in hours worked during seasonal times mentioned above.

### **5. Compensation and Benefits:**

The salary for this position is \$10,450 per year which equates to \$402 per paycheck. Payment is on a bi-weekly (every two weeks) basis via check. In addition to annual compensation, you will also receive an Education Allowance of \$300 per annum and Expense Allowance for \$400 per annum. You may opt in to the 403b-retirement savings plan. Health benefits are not offered for this part-time position. You will receive paid time off including four weeks of vacation time and sick leave which is accrued at one workday per month

### **6. Terms of Employment:**

- Must pass a criminal background check
- Provide three professional/personal references
- Have reliable transportation
- Be subject to a 90-day probationary period

### **7. Evaluation**

In the first year of employment, there will be quarterly reviews with the Director of Music, Pastor and/or the Administration Ministry. Thereafter, there will be semi-annual reviews by the Director of Music, Pastor and/or the Administration Ministry. Compensation will be reviewed annually.

*Updated August 2022*