



## Children's Music Ministry Director

**Principal Function:** The Children's Ministry Music Director is a valuable member of the church staff, responsible for enriching children's ministry through music. Provides overall leadership in music to the Children's Ministry Staff and Children's Ministry Team in the 3K to 6<sup>th</sup> grade programs.

### **Position:**

Part-time; 4 hours per week, not to exceed 208 hours per calendar year

Payroll; Monthly

Flexible Schedule with hours, including evenings/weekends. Primary program time is Sundays, September – May.

Annual Review

### **Essential Duties and Responsibilities:**

1. Instructs music to children in 3K through 6th grade during Children's Hour Programming
2. Prepares children to sing or play 2-4 times during worship services during the program year, including a Christmas Program
3. Ensures Children's Music Ministry operates under Pilgrim's Safe Sanctuary guidelines
4. Coordinates with staff to ensure that music is woven throughout the curriculum to complement learning milestones, faith and diversity
5. Directs Christmas Program in coordination with the Children's Ministry Team
6. Coordinates with Children's Ministry Team to integrate music into the Vacation Bible School Programming
7. Supports recruitment and retention of volunteers
8. Facilitates communication between parents, volunteers, and staff

### **Required Knowledge, Skills and Abilities:**

Ability to effectively interject music into many varied aspects of children's ministry

Exceptional communication, leadership, and organizational and follow-through skills

Gracious, mature, responsive, pleasant, and can demonstrate working as a team player

Able to set priorities and oversee larger picture of music ministry as it contributes to the enrichment of children's faith experience

Supervisory duties will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.

Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.

Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

### **Education and Experience:**

A high school diploma or equivalent is required, and two or more years of college is preferred

Demonstrates effectiveness in working within a musical setting

Knowledge and ability to work with children

Proficient computer skills

### **Work Environment:**

Sunday mornings during the program year

Holidays that require programming

Attend relevant day/evening Children's Ministry Team meetings

Contribute to the preparation of the annual children's ministry report

Flexibility during special events

Additional time varies for preparation, communication, scheduling, visioning, and overall program and staff management

Attends monthly staff meetings