

Westwood United Methodist Church Job Description

Position: Director of Children & Youth Music

Specific Responsibilities:

Direct church music programming for children and youth (grades K-12) for the sake of helping them grow in faith through worship, spiritual formation, and fellowship. Lead weekly choir rehearsals in collaboration with our Director of Children's Ministry (grades K-5); plan and lead weekly music experiences for youth (grades 6-12) in collaboration with our Director of Youth Ministry

Specific responsibilities include:

- Conduct (or coordinate volunteer leadership for) the music rehearsal/learning time for grades K-5 each Sunday (12 months/year); currently, this group rehearses on Sundays from 9:50-10:20 am.
- Lead music/arts-based experience with grades 6-12 each Sunday, scheduled and planned in consultation with the director of Youth Ministry (this could include choir, instrumental music, or other experience)
- Regularly interact with Directors of the Children and Youth ministry to assure thematic coherence and coordination of overall schedules, goals and efforts
- Communicate the schedule of events (for example, worship participation, changes in weekly routine, etc.) to parents and church staff in a timely manner
- Communicate information for inclusion in church publications (for example, music titles when choirs present music in worship)
- Coordinate room uses and set-ups with the appropriate church staff
- Maintain an orderly collection of music and materials for this ministry, including instruments and vestments
- Hire Accompanist for Children and Youth when needed
- Manage the budget allocated for this ministry
- Advocate for the acquisition or maintenance of musical instruments or capital expenditures (room renovations, etc.) related to this ministry
- Recruit, train and supervise adult volunteers in support of music ministry. Implement church policies, including our Safe Sanctuaries Policy, through all aspects of ministry.
- Participate in regular staff meetings.
- In collaboration with the Pastor, provide pastoral and spiritual support for children, youth and their families.

Accountability: Director of Children's Ministry

Skills Required:

A mature leader with experience and education (B Mus or greater preferred) in music education would also have the ability to:

- Communicate about the gift of music as a part of worship and as a spiritual practice and a means of faith development.
- Relate easily to staff colleagues, parents, youth and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, overseeing budgeting, planning effectively and clear communication.

- Climb stairs and lift approximately 35 pounds.
- Ability to physically conduct a choir.

Desired/Preferred Skills:

- Experience in church communities, theological education or training in youth ministry preferred.

Core Competencies:

- **Ethics and Values:** Honors the core values and beliefs of the organization in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices behaviors they advocate to others.
- **Passionate about working with young people in the church context:** Capable of connecting with young people; inspiring and encouraging their development.
- **Process Management:** Good at figuring out the process necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas, responds to situations with consistency and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the campus community; builds appropriate rapport; uses diplomacy and tact; avoids communication triangles.
- **Conflict Management:** Understands the dynamics of negotiation among conflicting interest groups and how to achieve mutual agreement; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Team building:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Type/Hours: Part-time, 8 hours/week

Salary Range: \$13,500-\$15,000