

**RIDGE UNITED METHODIST CHURCH
POSITION DESCRIPTION**

April 1, 2008 - DRAFT

POSITION TITLE: **CHILDREN'S CHOIR DIRECTOR**

REPORTS TO: Minister of Music

SALARIED: X HOURLY:

POSITION PURPOSE AND SUMMARY

Under the direction of the Minister of Music, the Children's Choir Director shall work in consultation to select appropriate music for worship and to lead members of the musical group into a stronger personal relationship with Jesus Christ.

Plans and directs Children's Choir rehearsals and provides music leadership at least every six weeks and in an Annual Christmas Pageant.

Shall serve as a staff member of Ridge United Methodist Church and report to the Minister of Music. Overall supervision will be provided by the Senior Pastor and the Staff Parish Relations Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

The Children's Choir Director position is a part-time staff member.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Work in consultation with the Minister of Music to select appropriate music for specified services.
2. Recruit, organize, coordinate, and lead Children's Choir, in a way that will help the service be effective both in its spirit and in its presentation.
3. Work with the other participants in the service to coordinate the flow and technical needs of the service.
4. Work with Minister of Music in the storage and cataloging of the Children's Choir music, equipment, etc.
5. Conduct rehearsals, and direct Children's Choir. In the event the Children's Choir Director is absent, ensure that the Choir is directed by qualified persons.
6. Work with Minister of Education for Annual Christmas Pageant.
7. Submit any annual budget requests by September 1 every year to the Minister of Music.
8. Assist and support all other services as necessary, including planning of special worship services as assigned by the Senior Pastor.
9. Serve as a member of the Ridge Church staff, and work with the staff to ensure the unity among the various worship services, and the entire church program.
10. Supports the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
11. Any and all other duties assigned by the Minister of Music.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

JOB PERFORMANCE CRITERIA

- A. **EDUCATION/EXPERIENCE:** Has experience in Christian Music/Worship Leading.
- B. **MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS:** This position is part time. Flexible hours are required to meet rehearsal, routine and special services. Must be able to meet established deadlines.
- C. **SERVICE RELATIONSHIPS:**
 - 1. Have the ability to work with children.
 - 2. Ability to work in a team oriented staff environment.
- D. **ACCOUNTABILITY:**

Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.

 - 1. Be able to lead.
 - 2. Be a responsible person.
 - 3. Be a self starter - a motivated person.
 - 4. Have or gain an understanding about United Methodist Church.
- E. **STAFF RESOURCE PERSON:**
- F. **SUPERVISORY RESPONSIBILITY:** No supervisory responsibility

APPROVALS:

_____ Date

Senior Pastor

**YEARLY REVIEW
DATE AND INITIALS:**

Date	Initials
_____	_____
_____	_____
_____	_____
_____	_____