

**FIRST PRESBYTERIAN CHURCH
CHEYENNE, WYOMING**

Position Description:

Youth and Children Music Director

Overall Function and Objective of the Position:

To provide appropriate and adequate leadership and oversight of the music program for the children and youth of the Church.

Qualifications:

Preference for a candidate to have a Bachelor's Degree in the field of music or equivalent experience; with preference given to candidates who have experience and familiarity with church music and worship in the Presbyterian tradition.

Accountability:

The Youth Choir Director shall be accountable to the Session through the Worship and Music Ministry, and under the immediate supervision of the Head of Staff.

Salary and Evaluation:

Performance and salary shall be reviewed annually by the Head of Staff in conjunction with the Personnel Ministry.

Duties and Responsibilities:

The duties for this position shall include by not be limited to the following:

1. To contribute to the musical and spiritual growth of the youth and children of the church by providing meaningful musical experience for them.
2. To schedule and hold regular rehearsals of the children's and/or youth choir.
3. To direct the choir in coordination with the schedule of time and dates for all choirs participation in worship.
4. To be in charge of the children's music for the annual Christmas program as well as other music programs provided by the children of our church.
5. To arrange musical accompaniment for all youth and/or children's choir performances.
6. To coordinate musical activities and schedules with the Music Director, Bell Choir Director and Church Organist.
7. To serve as a member on the Worship and Music Ministry, working in harmony with them while carrying out any instruction from the Head of Staff.
8. To order new music and materials as needed within the amount budgeted through and approved by the Worship and Music Ministry.
9. To attend periodic workshops for Youth Choir Directors when the opportunity arises in the Wyoming/Colorado region.

Position Time Requirements:

Hours will vary according to the time deemed necessary for preparation but will be sufficient each week to fulfill the responsibilities outline above. In case the Youth Choir Director must miss work for any reason, this individual will notify Head of Staff so an appropriate substitute may be brought in.

Termination:

This agreement between the Church and the Youth Choir Director may be terminated at the option of either party without cause by written notice mailed or delivered to the other party at least 14 days prior to the date of termination. Should the need arise; the Youth and Children's Choir Director is entitled to meet with the Personnel Ministry to discuss the reason(s) for termination.

Special Notes:

Relationships will exist with the Head of Staff, Associate Pastor, Church Organist, other Choir Directors, the Personnel Ministry, the Worship and Music Ministry, and the office staff.

Interpersonal Relationship Expectations:

It is expected of each staff member to make every effort to be compatible with all other church staff members in all aspects of their ministry and interpersonal relationships.

If there is a disagreement, it is expected that the persons involved will speak with one another in person and make every effort to resolve the problem in a loving and Christian manner, and in accordance of the teachings of our Christian faith.

If this step does not resolve the issue, it is expected that they will meet with the Head of Staff or a member of the Personnel Ministry to work out a solution.

If further resolution is needed, then the persons involved shall meet with Personnel Ministry.

It is expected that each member of the staff will have a copy of the personnel policy, will be familiar with it, and will sign the form that a copy has been received.