

Grace Evangelical Lutheran Church, Boone, NC

Position Description for the Children's Music Director

The Children's Music Director shall be a person with musical gifts and experience in working with children who is called to glorify God.

I. Duties

- A. The Children's Music Director shall work in close collaboration with the pastoral staff, Director of Church Music, the Learning and Worship and Music Ministry Teams. The Children's Music Director shall be directly responsible to the Director of Church Music. The Children's Music Director shall attend Learning Ministry Team meetings as an ex officio member.

The position follows the public school schedule (August – May), and if available, the Children's Music Director is invited to lead children's music for Vacation Bible School.

- B. The Children's Music Director shall be responsible for the music portion of the Sunday school curriculum. This curriculum is a rotational model, and the Children's Music Director will be responsible for one age group each week as well as preschool each week.

The Children's Music Director shall be responsible for providing a children's Christmas musical.

- C. The Children's Music Director shall use music from the Sunday school curriculum as well as music which is of worthy quality and appropriate for use in the liturgical service.
- D. Children's music happens during the Sunday school hour. Rehearsals for special programs should be scheduled at alternate times at the discretion of the Children's Music Director. The Children's Music Director shall plan to have children share their music once per quarter in Sunday morning worship.

- F. The Children's Music Director shall set dates for children to sing in worship in a timely manner and inform the Director of Church Music as well as parents. Any titles of music to be sung and other desired information to be included in the service bulletin should be given to the Administrative Secretary in a timely and appropriate manner.
- G. The Children's Music Director shall have opportunities for workshop participation.

II. Equipment and Supplies

- A. The Children's Music Director shall have the use of office equipment, stationery, secretarial services, etc., as they may be needed to carry out the children's music program.
- B. The Children's Music Director shall request purchases of music and supplies for the music program from the Director of Church Music.

III. Compensation

- A. The salary of the Children's Music Director shall be negotiable, based on experience, and education, paid every 2 (two) weeks. The Children's Music Director's salary shall be reviewed annually at the time of the preparation of the Church budget.
- B. The Children's Music Director is entitled to three (3) Sundays leave, one of which may be used for continuing education without incurring salary penalty. The Children's Music Director will be responsible for securing the services of a qualified substitute and responsible for notifying the Director of Music and Learning Ministry Chair of planned absences.
- C. After the three allowed Sundays, the Children's Music Director shall be responsible for securing the service of a qualified substitute when it is necessary for the Children's Music Director to be absent. The substitute shall be paid at the rate of \$75.00 per Sunday (with rehearsal). This shall be paid by the church treasurer and deducted from the Children's Music Director's salary.

IV. Performance Evaluation

- A. The performance of Children's Music Director and details of the contract shall be reviewed annually by the Personnel Committee, in consultation with the Learning Ministry and the Worship and Music Ministry Teams, before June 1 and prior to the adoption of the budget for the following year.

- B. The Children's Music Director shall give notice of at least one month before termination of employment. The Congregation shall likewise give one month's notice for termination of employment.