

Davidson United Methodist Church  
P.O. Box 718  
233 South Main Street  
Davidson, NC 28036

**POSITION DESCRIPTION:**

Director for Children's Music

Date Prepared:

6/12/17

Date Approved by SPRC:

6/26/17

**STATUS:** Full-time, Salaried

**HOURS:** 40 Hours per week (Typically Sunday through Thursday)

**BENEFITS:** Medical & Dental Insurance, 403(b) Retirement Plan, Continuing Education Allowance

**General Purpose of Position:**

To lead and build a multi-faceted music ministry for children that develops discipleship through music education and fellowship, while serving as a spiritual leader and role model.

**Organizational Relationship and Supervision:**

The Associate Music Director for Children's Music reports to the Minister of Music and Worship for spiritual and ministry guidance. The Minister of Music and Worship, in cooperation with the Senior Pastor and Staff Parish Relations Committee, provides an annual evaluation of the Associate Director's performance.

**The Primary Task:**

Provide leadership over all aspects of children's music ministry at Davidson UMC, including but not limited to the following programs:

- Graded children's vocal and/or handbell choirs;
- Special children's music events or camps; and
- Collaborative efforts with other ministry areas (ex. Children and Family Ministries).

**Responsibilities:**

1. In conjunction with Minister of Music and Worship plan, develop, and implement all aspects of a balanced children's music ministry.  
This includes, but is not limited to:
  - a. Recruit children from Davidson UMC and the community to participate in the children's music ministry;
  - b. Develop and implement children's voice choirs;
  - c. Develop and implement children's handbell choirs; and
  - d. Develop and implement other vocal or instrumental ensembles or choirs to grow the children's music ministry.
2. Be aware of resources for developing the children's music ministry programming and participate in continuing education events and training opportunities.
3. Recruit and train volunteers who work with children and parents in all aspects of children's music ministry and ensure adequate volunteer support and adult to children ratios.
4. Keep records of children's participation and manage the children's music ministry budget.

5. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, social media, etc.). Ensure communication with church staff, leadership, parents, and the congregation as a whole.
6. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
7. Ensure that the Safe Sanctuary Policy of Davidson UMC is observed in all children's music ministry settings.

**Qualifications and Aptitudes:**

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Three to five years of music education or children's choir experience is preferred.
3. A bachelor's degree in a related field is minimum requirement.
4. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a children's music ministry within the parameters of the United Methodist Church. (i.e. must have proven project management skills and be able to manage a program ministry budget).
5. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
6. Must possess a proven ability to work effectively with children, parents, diverse individuals, and teams of volunteers.
7. Must possess capability to use church membership management software to do reporting, extract data and enter updates.
8. Proficiency in MS Word, Excel, PowerPoint and Publisher.