

Children's Ministries Music Coordinator

Job Description

Status: Part-time; Hourly 10 hours per week

Reports To: Director for Children's Ministry

Accountable to: Associate Directors for Children's Ministry, PS-K and Grade 1-5, Supervising Pastor; CYF Executive Leadership Team; SOTV Council; Senior Pastor

Qualifications:

BS / BA preferred

Demonstrated skills and expertise in music with the ability to play and lead musicians

Demonstrated experience and ability in leading high-energy, contemporary worship for children

Demonstrated experience in children's programming and leadership

Proficiency in Microsoft Office; Word and PowerPoint

General knowledge of scripture and Lutheran doctrine

Experience in planning and leading large group events

Demonstrated skills in the areas related to presentations, communication, and leadership

Clear criminal background check

Expectations:

Expressed faithful follower of Christ with a demonstrated passion for working with children, youth, and adults

Available to work variable hours including daytime, evening, and weekend hours based on program needs

Portray a positive attitude and relational skill to both children and adults

Self-motivated, takes initiative, well organized

I. Program Leadership:

I. GodZone Leadership

a. At the direction of the Director for CM and in cooperation with the Associate Director of CM, PK-K and Grade 1-5, along with the GodZone Large Group Coordinators,

- i. Maintain an effective knowledge of the program themes, Bible stories and objectives for weekly GodZone lessons.
- ii. Plan and prepare for the musical portion of the large group presentations, visual, vocal and instrumental.
- iii. Partner in the completion of timely outlines of weekly program components and leadership assignments.

b. In collaboration with other large group leadership, carry-out weekly plans for musical presentations.

- i. Fulfill leadership responsibilities at all assigned large group times.
- ii. Coordinate schedule and leadership rotations with other part time large group leaders (staff and volunteers)

- c. Actively recruit, equip, and engage youth and adult volunteers with an interest in musical leadership in a large group context, ensuring appropriate rehearsal time for quality presentations.
 - i. Equip volunteer music/vocal teams to lead songs and actions with confidence and enthusiasm.
 - ii. Equip musical accompaniment teams to lead songs with confidence and enthusiasm.
 - iii. Schedule regular rehearsals and coordinate volunteer involvement in large group times on Sunday, Monday and Wednesday
 - d. Partner with Facility and Audio/Visual Tech Support staff to complete preparations for large group presentations
 - i. Design set-up for new large group area.
 - ii. Train or coordinate training of staff and volunteers as needed
 - e. Create rehearsal CD's and / or on-line resources for volunteers.
2. Collaborate with Associate Director for Children's Ministry: Special Events on programs and projects for Children and Families including, but not limited to Celebration of Baptism events.
 - i. Plan and lead large group music as assigned.
 - ii. Recruit, equip, and engage youth and adult volunteers to assist you as appropriate.
 3. Partner with CFM leadership for appropriate involvement in CFM events including but not limited to:
 - i. Christmas Program
 - ii. 5th Grade Musical
 - iii. Other programs as developed

II. CM Ministries Responsibilities

1. Work in collaboration with the Director of Children & Family Ministry, Associate Directors for CM, and other Children and Family Ministry staff to develop, oversee and evaluate GodZone program and other Children's Ministries, as appropriate.
 - a. Participate in staff meetings as deemed appropriate:
 - i. On-going GodZone staff communication, online or in person
 - ii. CM Team meetings
 - iii. Monthly CYF Meetings
 - iv. SOTV Staff, as appropriate.
 - b. Lead music at CM Volunteer training events, as assigned.
2. Nurture a caring and collaborative rapport with parents and volunteer leaders and CM staff as partners in ministry.
3. Express care and sensitivity to children and families that is supported by a knowledge of and respect for individual personalities, learning styles and stages of development.