

ST. MARY THE VIRGIN
EPISCOPAL CHURCH
JOB DESCRIPTION

Position: Children's Choir Director
Status: Part-time (6½ - 8 hours per week)
Supervisor: Rector; Music Director/Organist

The Church of St. Mary the Virgin is seeking a Children's Choir Director who will share and participate in our commitment to a comprehensive music ministry with children. Music is a mode of teaching and transmitting the joy of the Christian faith.

Goal of Children's Music Program:

We desire to offer weekly opportunities for faith development and enrichment through worship, and by developing vocal musical talent and appreciation. To achieve this, St. Mary's will provide a weekly after school music program for kindergarten through grade 3.

The Children's Choir Director will have primary responsibility to develop further a high-quality, spirited, inviting music ministry for young children within the congregation. It is expected that the Children's Choir Director will work to develop and foster excellent relations with, and involvement by, parents of children participating in the children's music ministry.

Responsibilities:

1. Work with the Director of Music and the clergy to develop a dynamic, inviting weekly children's music ministry.
2. Help to recruit and develop a group of children from kindergarten age to grade 3 that will gather weekly for music teaching and development as well as fellowship.
3. Direct and supervise the Children's Choir in weekly and special rehearsals, and in presenting musical offerings in Sunday worship and special services on a regular basis.
4. Instruct children in the liturgy and meaning of Church seasons, as appropriate.
5. Research and plan musical repertoire.
6. Teach children new repertoire.
7. Attend regular planning and development meetings with other music staff; meet with other staff as appropriate.
8. Work with other music staff to achieve intergenerational music opportunities for children. This may include, but is not limited to: Spirituals Sundays, Easter, Thanksgiving, Advent and Christmas programs.
9. Work with other music staff to choose, rehearse and present an annual Children and Youth musical.

10. Work with parent volunteers to staff rehearsals and warm-ups and help with communications, vesting, repairing vestments and other activities of the children's choir.
11. Perform miscellaneous clerical work and other duties as assigned for the music program as necessary, including overseeing maintenance and organization of children's vestments and hymnals.
12. Adhere to established policies and procedures of St. Mary's and the Episcopal Diocese.

Professional Qualifications:

- Knowledge of voice production and music communication.
- Desire and demonstrated ability to work with young children. The Children's Choir Director must understand the nuances of working with a group of young children and possess the spirit and demeanor to create an inviting, loving, celebratory, and directed environment for St. Mary's goals to be achieved.
- Conducting, teaching and motivational skills appropriate to the age group.
- Basic keyboard proficiency desired. Knowledge of other instruments a plus.
- Knowledge of liturgical music. Knowledge of Episcopal music and liturgy a plus.

Personal Characteristics:

- Ability to communicate effectively with children and parents.
- Ability to work collaboratively and collegially with staff and volunteer personnel at St. Mary's.