

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

POSITION DESCRIPTION:

Associate Dir. for Music (Children's Music/Organist)

Date Updated:

3/2/23

Date Approved by SPRC:

3/2/23

STATUS: Full-time, Salaried, Exempt, At-will

HOURS: 30-40 Hours per week (Typically Sunday through Thursday)

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

SUPERVISOR: Pastor for Worship & Music

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. In addition, this position requires competency in service playing and accompanying choirs on organ and piano.

Organizational Relationship and Supervision:

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

In addition, the successful candidate will be the primary organist at Davidson UMC. This will involve leading worship services (in consultation with Pastor of Worship and Music). The organist will also share duties of playing for weddings and funerals.

Responsibilities:

1. In conjunction with Pastor for Worship & Music, 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.
8. Assist in leading rehearsals when required.
9. This position description is not an exhaustive list of all functions that an employee may be required to perform, and other duties may be assigned.

Qualifications and Aptitudes:

1. Respectful and understanding of United Methodist doctrine and theology, including Davidson UMC's commitment to be a place where all are welcome and included.
2. A bachelor's degree in a related field is minimum requirement.
3. 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).
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with children, parents, diverse individuals, and teams of volunteers.
6. Must possess capability to use church membership management software to do reporting, extract data and enter updates.
7. Proficiency in MS Word, Excel, PowerPoint and Publisher.
8. Approved Safe Sanctuary background check required (upon offer of employment).

Experience

Bachelor's degree in music (organ preferred) required. A Master's degree is preferred.

3-5 years of experience in music ministry or equivalent.

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