

**THE NATIONAL PRESBYTERIAN CHURCH
INTERIM CHILDREN'S AND YOUTH MUSIC LEADER**

POSITION DESCRIPTION

The position of Interim Children's and Youth Music Leader is a temporary part-time position on the Support Staff of the National Presbyterian Church, and is exempt under the Fair Labor Standards Act. The Interim Children's and Youth Music Leader will plan, develop, and lead music programs for the National Choristers (1st through 5th grades) and the Youth Choir (6th through 12th grades), with particular attention given to the needs of Youth Sunday and Mother's Day. Work with the Angel Choir (Pre-K through K) is not included in this position. The Interim Children's and Youth Music Leader will work under the supervision of the Director of Music Ministries in accordance with all stated policies of the church, and to advance the overall mission of the Music Ministries as part of the church's ministry vision and strategic plan. The position does not qualify for benefits except the employer's portion of FICA.

MAJOR DUTIES AND RESPONSIBILITIES

A. In consultation with the Director of Music Ministries, plan, lead, and oversee the weekly National Chorister and Youth Choir musical activities. These activities will include, but will not be limited to, rehearsal of children's and youth choirs.

B. Recruit and organize program volunteers. Maintain clear, concise, and open verbal and/or written communication with volunteers, parents, children, and youth.

C. Prepare the choirs for any scheduled performances in Sunday worship, particularly for Youth Sunday and Mother's Day.

D. Help maintain clear and appropriate communication between Music Ministries and both Children's and Youth Ministries.

E. Encourage vital spiritual and musical community among children and program volunteers.

F. Help organize and maintain library of children's and youth music and materials.

QUALIFICATIONS

A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for the Church of Jesus Christ.

B. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.

- C. A commitment to the ideals and practices of Reformed worship, and the stated worship and music goals of the Church's leadership.
- D. Desire and ability to lead, motivate, and mentor children and youth with a warm, sharing personality.
- E. Appropriate experience with choral ensembles. Proven keyboard skills.
- F. Demonstrated ability to relate to people of all ages and to maintain a friendly, composed demeanor in all personal and telephone contacts.
- G. Strong skills in listening and written and oral communication.
- H. Ability to manage multiple tasks simultaneously and effectively manage deadlines.
- I. Ability to work independently, with minimal supervision.
- J. Ability to read, write, and speak well in English.
- K. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to stand, sit, walk, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.