

Fellowship Presbyterian Church
Manual of Administrative Operations: Policies, Procedures, and Organization By-Laws
Approved by Session December 17, 2015
Revised and Approved by Session on December 22, 2016

JOB TITLE: Early Service Musician/Assistant Director of Children's/Youth Choir

SUMMARY: The Early Service Musician will work under the supervision and direction of the Director of Music Ministry and the Director of the Children's/Youth Choir. He (or) she will be responsible for music for the early morning worship services and assist in directing the children/youth in services on fourth Sundays, or any church service involving the youth choir, or praise team, which shall include seasonal and special music and dramatic programs.

This is an at-will position and benefits cannot be accrued.

ESSENTIAL DUTIES:

- Coordinates music for the early morning worship service
- Plays for and directs the praise team
- Selects and plays music for worship on early morning and youth Sundays, and other special services as requested (Easter, Revival, Anniversary, Christmas), and on occasion fifth Sunday as deemed necessary, without additional compensation
- Trains and motivates the praise team in using their talents and spiritual gifts
- Schedules and conducts rehearsals in preparation for early worship services
- Provides musical selections for the praise team for the church bulletin by Wednesday morning
- Maintains proper music etiquette and control of the praise team
- Recommends music and supplies to the Director of Music Ministry
- Keeps music areas clean and ensures the proper storage of materials
- Notifies the Director of Music Ministry in anticipation of absence
- Assists with scheduled rehearsals regarding children/youth
- Assists Children's and Youth Choir Director at approved educational/musicals other than regular church service
- Trains and encourages youth in vocal preparation
- Convenes and practices with the youth in the absence of the Children's/Youth Choir Director
- Coordinates with sound technician as needed prior to worship
- Performs other duties as appropriate and assigned

RELATIONSHIP/CHARACTERISTIC REQUIREMENTS:

To have successful job performance, an individual must:

- Work in a professional and collaborative manner with the Pastor, Director of Music Ministry, the Director of Children's/Youth Choir, Praise team members, and any other members as deemed appropriate to create dynamic and high quality programs

- Perform musical duties in the absence of the Director of Children's/Youth Choir
- Possess documented experiences in music performance and successfully playing for musical groups and musical/dramatic productions
- Be deeply committed to, and active in, the Christian faith
- Recognize that "worship" means above all to glorify God
- Have a knowledge of the Presbyterian Directory for Worship (*found in the PCUSA Book of Order*), particularly the first three (3) chapters
- Possess a charismatic personality and be comfortable with appearances before large audiences
- Possess a comprehensive understanding of the oversight, management, and direction of a contemporary style of music
- Possess a commitment to excellence
- Possess a willingness to learn and work with the Presbyterian form of church management
- Possess the capability of developing and implementing realistic goals and seeing them through to completion
- Possess interpersonal skills and effective communication skills with individuals as well as with groups and large audiences
- Exhibit the ability to read and play music
- Possess the ability to read and play music (hymns and contemporary music)
- Must be able to play music "by ear"

EDUCATION/EXPERIENCE:

Experience directing/playing for praise teams is desirable. The ability to sight-read and to transpose at sight as well as to improvise is required. A calm personality, sense of humor, and respect for all genres of music are needed. The applicant must have at least three (3) years of experience in music programs and be able to read music. Training as a pianist is highly desired.

ANNUAL REVIEW:

An annual review will be conducted each year to evaluate the employee's performance.