

**DIRECTOR OF FAMILY MUSIC MINISTRIES  
POSITION DESCRIPTION**

TITLE: Director of Family Music Ministries

PURPOSE: Direct and develop a dynamic, theologically and educationally-based vocal music ministry for children, youth, and families of First Presbyterian Church in the City of New York, in collaboration with the Director of Church School and the Executive Minister.

ACCOUNTABILITY: Reports to the Executive Minister. Accountable to the Head of Staff and consults with the Organist/Choirmaster.

HOURS: 13 hours a week. 4 hours on Sundays, 4 hours on Wednesdays, and the remaining hours to be planned on a regular schedule on Tuesday, Thursday or Friday.

RESPONSIBILITIES (including, but not limited to):

**Vocal Music Program**

- Plan, develop, and direct a vocal music program for the children and families of the church, including but not limited to:
  - Baby and Toddlers (monthly Sunday programs) coordinated with the Director for Congregational Discipleship and Development
  - Weekly Sunday Music Time for Church School ages 3 years to 6<sup>th</sup> grade
  - Family/intergenerational participation
  - All Church School Worship
- In collaboration with the Executive Minister, oversee the development of the vocal opportunities for families and all age groups of children.
- Select appropriate and varied repertoire for families and all age groups.
- Plan and direct music time/rehearsals, including the development of hymns and knowledge of hymns for families, when appropriate.
- Plan for and direct participation of children in worship on an occasional basis in consultation with pastoral staff and Organist/Choirmaster.
- Collaboratively plan and direct occasional special or seasonal programs, including liturgical celebrations such as Christmas Eve, Holy Week, and congregational events.
- Schedule and direct accompanists and soloists.
- Function cooperatively within the structure of the Church and with the leadership of the Church School, including the Church School teachers and the Director of the Church School.

**Parents and Families**

- Develop and foster excellent relationships with parents, Church School teachers, church members and participants in the children's music program.

- Recruit, train, educate, and motivate parents to assist in music ministry.
- Attend relevant planning activities with lay leaders and staff as determined with the Executive Minister.
- Communicate effectively with parents, utilizing website, church newsletter, family e-newsletter, and other publication vehicles; cultivate supportive relationships; demonstrate pastoral interest in families.

### **Administrative**

- Work with the Executive Minister to manage Family Music Ministries budget as well as music and supply purchasing.
- Maintain and prepare music, music folders, robes, and other relevant materials.
- Meet regularly with the Executive Minister and coordinates with the Communications Office, particularly with regard to copy related to the Family Music Programs.
- Attend staff meetings (Wednesdays) and other related meetings as necessary.

### **RELATIONSHIPS:**

- Accountable to the Head of Staff.
- Reports to the Executive Minister.
- Relates to and consults with Organist/Choirmaster and pastoral staff on regular basis to ensure that children's music program complements the overall musical style and direction of the church.
- Relates to committees of Session through the Teaching & Learning work group for ministry.
- Works collaboratively with other church staff.

### **SKILLS AND EDUCATIONAL REQUIREMENTS:**

- A demonstrated commitment to children, music education, and creating a meaningful worship experience for families, children, and youth.
- An understanding of child development and children's voices.
- A musical style that complements worship as found at First Presbyterian.
- A minimum of 2-4 years children's choral experience or other applicable experience.
- A bachelor's degree in music (music education or church music strongly preferred) or commensurate music education and/or training.
- Demonstrated ability to motivate, encourage, and engage children in a musical forum preferably within a church setting.
- Basic rehearsal keyboard proficiency is strongly preferred.
- Ability to work independently yet cooperatively with a broad spectrum of parents, staff and other church members within a volunteer environment.

- Ability to utilize input from committees, parents, and church leadership in flexible and creative ways.

**HOURS**

- 13 hours per week, including Wednesday staff meetings (held at 10:30 a.m.), Sunday mornings, and occasional weeknight or weekend events.
- 9month position, typically September through May.

**EVALUATION:** Annual discussion of contributions and development will be conducted by the Executive Minister. The Personnel Committee, incorporating input from the Head of Staff, will annually review the adequacy of compensation for this position.

**Please send a detailed resume and a cover letter to [hoconnell@fpcnyc.org](mailto:hoconnell@fpcnyc.org).**