

Plymouth Congregational Church

Job Description

TITLE: Associate Director of Music - Choirs

FLSA: Exempt Non-Exempt
CLASSIFICATION: Ministerial Non-Ministerial

SALARY RANGE: \$19.00 - \$26.00 an hour

REPORTS TO: Director of Music, and Senior Pastor as head of staff

POSITIONS SUPERVISED: Children, youth, and adults enrolled in various ensembles.

SUMMARY OF POSITION:

Part-time position (approximately 12 hours/week) to assist with the vocal choir programs during worship and other church-related activities.

QUALIFICATIONS:

Bachelor of Music degree in education, music ministry or equivalent experience is preferred. Demonstrated ability and competency as a keyboardist, choral conductor, superior leadership and communication skills in dealing with volunteer vocalists of many ages and abilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work with the Director of Music in planning and preparing in a pastoral manner the various ensembles of the Music Ministry to serve the needs of worship and education at Plymouth Church.
- Plan, prepare, and direct programming for assigned choirs, particularly as pertains to the intergenerational Christian Education, Fellowship, and Music program known as "Wednesday Live," Sunday morning worship, and other special services typical of the church season.
- Direct choirs in rehearsals, worship, and special events as scheduled.
- Play piano as substitute for Director of Music as scheduled or needed.
- Attend music planning meetings as scheduled.
- Represent the Music & Fine Arts Ministry at Plymouth Congregational Church with professionalism and grace.
- Uphold and promote the vision, mission, outreach, and covenant of Plymouth Church.

POSITION REQUIREMENTS:

Physical ability to rehearse and conduct in several locations in the building. Comfort in performing in front of large groups. Abide by Plymouth Staff Covenant, Safe Church policy, Environmental/Green policy. Criminal records check required.

CORE COMPETENCIES:

1. **Knowledge of developmental levels of youth ages preschool through elementary**, including faith development provides children with appropriate but challenging musical tasks; is aware of the developmental aspirations and skills of children and youth; selects music and activities that expand youths' deeper understanding of living abundantly with and through God.
2. **Teamwork:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other team members; shares credit with others; takes responsibility for his/her own part in the team successes and failures. Demonstrates decision-making and problem-solving skills.

3. **Communication both verbal and written;** establishes good rapport with children, youth and adults in choirs; regularly communicates plans and schedules to parents and choir members; delivers messages clearly and with appropriate styles to fit the situation at hand; writes clearly and succinctly using a tone appropriate to the context.

3/07; revised 5/2015; revised 7/2024