

Position: Director of Music for Youth and Children	Leave: in accordance with church policy
Department: Music	Dress: Appropriate
Accountable to: Director of Music and Music Committee	Job Classification: Part time (approximately 10 hours per week)
	Prepared September 26, 2002 Approved 9/28/05 Revised August 27, 2008

**Qualifications:**

- 1 Should possess a thorough knowledge of music theory and practice and be able to demonstrate and communicate them to the choir, including anthem analysis, rhythm, diction, appropriate musical style, proper vocal production, etc.
- 2 Should possess a conducting technique that the average volunteer choir will find discernable and easy to follow.
- 3 Should be able to work with children and youth in a manner appropriate to their ages and abilities.

**Major Duties/Responsibilities**

1. Conduct regular music rehearsals necessary to ensure a quality music program for youth and children.
2. Provide leadership and direction for all musical activities involving the youth and children.
3. Support performances for Sunday morning services and special events.
4. Arrange and direct musical support programs with special attention given to the Christmas and Easter programs.
5. Actively encourage the growth of the Youth and Children's Music Departments.
6. Pay special attention to children who need additional attention, without impairing the overall performance of the group.
7. Seek out places and organizations where Mt Carmel youth and children can perform, to enhance their exposure and self-confidence.

**Planning and Coordinating**

1. Coordinate with the Director of Music to select music in harmony with the Christian principles supported by Mt. Carmel Baptist Church.
2. Attend committee and church meetings as directed by the Director of Music.
3. Provide input to the Director of Music supporting the preparation of the annual budget for the music department.
4. Provide parents and members with a dependable written schedule outlining the time, duration, and location of rehearsals.
5. Work with other departments and explore ways to involve the youth and children in church activities.
6. Encourage the youth and children to participate in special programs, both within our church and with other church groups.
7. Work with the Minister to Children, Youth, Young Adults and Families to coordinate use of facilities and schedules.

**Performance Review:**

1. Participate in an annual Performance Review, to be conducted by the Director of Music and the Music Committee. The results will be submitted to the Pastor and the Personnel Committee for assessment and recommendations in September of each year.
2. Prepare, as part of the Performance Review, a summary of progress made toward goals during the year covered by the review and also an outline of goals for the succeeding year.

