

# Music and Children's Choir Assistant

## Point Loma Community Presbyterian Church

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### Our Vision

Loving Everyone to LIFE With Everything we Have

### Our Mission

*Through authentic community we seek to Experience Jesus, Journey into Deeper Faith, Strengthen the Church, and Transform our World.*

### Our Values

We are a Good Home. We are Inter-Generational. We inspire Engagement.

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## MAJOR PURPOSE AND SCOPE

The Music and Children's Choir Assistant is responsible for assisting the Director of Worship and Music in administrative and choir management duties, directing the Cherub Choir and assisting with directing of the Joyful Praise Children's Choir.

## JOB DESCRIPTION

1. Plan and lead Cherub Choir (ages 4-6) weekly 50-minute rehearsals on Thursday afternoons during the traditional school year.
2. Assist in combined children's choir rehearsals with blocking and solos rehearsals during musical preparations in April, May, November and December on Thursday afternoons/evenings.
3. Lead Children's choir warm-ups and assist with Children's Choirs 6 Sundays per year.
4. Help create teaching materials and recruiting materials for children's choirs and music ministry as needed.
5. Manage music ministry calendar and communications including e-blasts and choir rosters and registrations.
6. Prepare Sunday slide projections using Power Point and/or Pro-Presenter for 2 services.
7. Assist in music administrative duties related to score preparation such as copying, printing, scanning, filing, etc.
8. Help arrange special choral events such as end of year choir parties, caroling in retirement centers, etc.
9. General administrative tasks as needed.

### Accountability and Evaluation:

1. Reports directly to Director of Worship and Music
2. Performance and terms of employment are reviewed by the Director of Worship and Music and elders of the Personnel Committee after the first 90 days and annually thereafter.

## QUALIFICATIONS

### Character:

1. Must be committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of Order.
2. Have a desire to be engaged in strategic vision for God's work through a local church body.
3. Have a strong commitment to own personal spiritual, physical, and emotional well-being.
4. Have a strong commitment to servant leadership, working well independently, as well as part of a team.

Experience/ Education:

1. Degree in Music or equivalent educational background.
2. Enthusiasm for working with children and teaching music.
3. An understanding of the basic tenets of Reformed Theology
4. Technical skills in computer use, to include but not limited to, PowerPoint, Word, Excel and communication through social media, text, email, etc.

**POSITION SPECIFICS**

- This is a part-time hourly position
- Rate is \$15 per hour plus possibility of stipend for Cherub Choir work
- The position is for 8-10 hours per week
- Expected start date: March 2019
- Employment is contingent upon a satisfactory completion of a background check, including an investigation with the State and Federal authorities regarding any history of criminal activity and personal and professional references.

*\*Please provide a detailed resume with all relevant experience to [alicia@pointlomachurch.org](mailto:alicia@pointlomachurch.org)*