

**OAKLAND AVENUE PRESBYTERIAN CHURCH**  
**421 Oakland Avenue**  
**Rock Hill, SC 29730**

**Staff Title:** Coordinator of Middle and Senior High Music

**Purpose:** To develop and provide a music program for Middle and Senior High youth, within the overall music program of Oakland Avenue Presbyterian Church.

**Salary and Hours:** \$4,500 total for two semesters (September – December, January – April).

**Accountability:** Head of Music Ministries, Senior Pastor / Head of Staff

**Responsibilities:**

***STARTING AND BUILDING A PROGRAM***

Develop and coordinate a worship-based music program that engages and heightens music experiences for Middle and High School age youth. Program should be diverse in its offerings, focus on group and individual talents, and actively engage participants in worship experiences of the church.

***EFFECTIVE MUSIC PROGRAM***

- Actively build relationships with youth and their families. Coordinate with the Head of Music Ministries and music and lay leaders on a yearly calendar of regular worship, other programs, and outreach.
- Meet regularly with the Head of Music Ministries for consistent communication and planning as well as for coordination in the selection and use of appropriate curriculum and music.
- Meet regularly with the Director of Youth Ministries to coordinate programs, activities, and worship activities for program compatibility.
- Serve as the primary conductor for Middle and Senior High music in Sunday and special services; plan and conduct weekly rehearsals during the program year.
- Supervise volunteers, lay leaders, and accompanists for all youth music.
- Communicate schedule, times, places, and events regularly with parents and youth.
- Provide extra assistance where needed, keep families informed as to learning activities, and encourage musical experiences at home.

***INSURE SUITABLE PROGRAM MATERIALS***

- Work with the Head of Music Ministries to plan for and procure necessary music and supplies, as specified in relation to the overall music program budget.

***ADDITIONAL SERVICES AGREEMENT***

- Perform any other duties or tasks that may fall within the scope of this position description, but may not be directly described herein, as discussed, negotiated, and agreed to with the Senior Pastor / Head of Staff. This responsibility is fulfilled by, but not limited to the following:
  - Securing substitutes for any rehearsals and/or services that are missed due to vacation or illness.
  - Communicating with the Head of Music Ministries for accompaniment needs.

- Recruiting and training volunteer accompanists and helpers as needed.
- Participating in extra rehearsals for regularly scheduled services that require additional preparation.

### ***COMPETENT PROFESSIONAL STAFF CONDUCT***

Function as a member of a staff team whose overriding responsibility is to accomplish the church's work as defined by the Session.

### **ADDENDUM: Revised 8/4/2020**

#### **Required Qualifications**

##### **General:**

1. A Christian who is mature in faith and committed to participation in church programs.
2. A demonstrated ability to work with people, specifically Middle and Senior High youth.
3. A passion for working with youth and music.
4. An expressed desire and ability to use music to deepen youth's worship experience and understanding of God.

##### **Specific experience/training/skills/attributes:**

1. Bachelor's degree or above in music education preferred, especially at the Middle and Senior High level; or evidence of intent to obtain training in music education, such as enrollment in a music degree program or further professional development through Chorister's Guild or other musical organizations.
2. Experience in teaching sacred and/or secular choral and/or instrumental music to youth; experience preferred in teaching music to youth in a church setting, particularly in a Presbyterian church.
3. Strong communication skill.
4. Ability to work well with other music staff and volunteers to develop an exciting and engaging music ministry for youth.
5. Ability to energize youth and to develop in them enthusiasm for music and involvement in a variety of music offerings of the church.