

# WESTLAKE HILLS PRESBYTERIAN CHURCH

## JOB DESCRIPTION

### CHILDREN'S CHOIR COORDINATOR

#### Purpose:

Provide leadership and support to the church's ministry of children's choirs, grades K-5  
This is a 4-6 hour/week, 10 months/year position.

#### Requirements:

Confesses Jesus Christ as Lord and Savior  
Has a degree in music education and/or experience leading children in singing  
Loves working with children  
Has teaching and organizational skills

#### Accountability:

Accountable to the Senior Pastor as head of staff through the Director of Music

#### Responsibilities:

1. Select all music
2. Recruit children
3. Recruit adult volunteer leaders/assistants/accompanists
4. Communicate with parents and children re. singing dates, costumes, rehearsals, etc.
5. Supervise/coordinate adult volunteers; assign duties and responsibilities
6. Coordinate children's choir rehearsal and singing schedule in relation to other events of the church calendar
7. Coordinate children's schedule with the Director of Music/worship planners
8. Meet monthly with the Music Advisory Board
9. Develop a Summer Music Program/Arts Camp in coordination with Director of Music and Advisory Board
10. Communicate children's choir activities with congregation through bulletin announcements, ECHO newsletter articles, and website

#### Relationship:

Works in close coordination with the Director of Music and the Music Advisory Board

#### Evaluation:

Performance review will be conducted annually by the Director of Music. Adequacy of compensation will be reviewed annually by the Session Personnel Committee.