



FIRST MOUNT ZION BAPTIST CHURCH

JOB DESCRIPTION TITLE:	Director for Jewels Choir	JOB CLASSIFICATION:	Non-Exempt Contractor, Hourly
DEPARTMENT OR MINISTRY:	Music and Art Ministry	REPORTS TO:	Minister of Music
PREPARED BY AND DATE:	Sylstea Sledge, Minister of Music; 3/20/18	APPROVED BY AND DATE:	Renee Woolfolk, CBA

Job Purpose or Summary

The Jewels Choir Director is primarily responsible for leading, teaching, and preparing a small to medium size choir of young children. The Director ensures the Jewels Choir is prepared to perform on the third Sunday of each month. The Jewels Choir Director works closely with the Minister of Music, FMZBC staff and leadership, volunteers, and musicians in fulfilling the responsibilities of the third Sunday worship service and overall mission of FMZBC.

Essential Duties and Responsibilities

1. Serves as the choir director, leading a small to medium size choir of young children, ages five through twelve.
2. Prepares the choir to perform and contribute to a successful worship service on the third Sunday of each month; prepares for limited engagements outside of the Church; ensures successful choir performance by scheduling monthly rehearsals.
3. Collaborates with internal musicians on musical arrangements and selection of age-appropriate music.
4. Creates a nurturing environment to promote the choir members' spiritual growth; encourages positive development of choir members' self-esteem and self-confidence.
5. Collaborates with Minister of Music, internal choir directors, musicians, parents, volunteers on an as needed basis to ensure musical presentations are delivered with a spirit of excellence.
6. Ensures choir members uphold dress code and behavior standards.
7. Collaborates and coordinates with Minister of Music and other internal choir directors in support of special events and projects.
8. Assists the Minister of Music with determining needs, planning, coordinating and providing general support of ministry events (i.e., Easter, Christmas, Children's Church, VBS, Children's ministry, etc.) and musical auxiliaries.
9. Attends departmental meetings, and other assigned meetings and events as needed.

Job Qualifications

Knowledge, Skills and Abilities

1. Knowledge of basic music theory, including hymns, sacred music, traditional gospel, and contemporary gospel forms.
2. Ability to play piano and read music with basic skills to arrange and transcribe music for youth
3. Ability to teach, train and promote musical capabilities and growth in children ages five through twelve.
4. Ability to create a nurturing, child-friendly environment that encourages the choir members' spiritual growth and increased self-confidence and self-esteem.
5. Ability to work with musicians, including selection of age-appropriate music and collaboration on musical arrangements.
6. Ability to address customer needs, build positive working relationships, and collaborate with Jewel parents, FMZBC ministries and staff, and individuals within the community to fulfill duties and promote performance success.
7. Ability to verbally communicate in order to effectively converse with diverse groups of people, make formal and informal presentations, and represent the Music and Art Ministry.

Additional Requirements

Must be able to pass a police and background check

Must be available to support a limited number of weekday and evening meetings and events, and weekend FMZBC activities, including Sunday worship services.

Must possess a deep and abiding faith in Jesus Christ.

Education and Experience

Bachelor's Degree in Music with one or more years of experience as a choir director or assistant director OR

Bachelor's Degree in Early Childhood Education with three or more years of experience as a choir director or assistant director.

Supervisory Responsibilities

Not applicable

Working Environment

FMZBC is a vibrant and thriving ministry. The Church reflects a professional work environment where Christian values are upheld. FMZBC is a weapons-free and smoke-free campus.

Essential Functions and Physical Demands

The essential functions and physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the job.

Bending	Pulling
Stooping	Simple grasping
Kneeling	Pushing
Sitting	Walking
Standing (not continuous)	Ability to reach above and below shoulders
Squatting	Ability to type
Climbing stairs	Ability to see
Lift files	Ability to hear
Open filing cabinets	Ability to operate office equipment