

POSITION DESCRIPTION

Director of Children's Music and Drama

Reporting Structure:

The Director reports to the Director of Music Ministries AND the Director of Children's and Family Ministry

Work Schedule:

The Director's role is part-time, based on an average of 20 hours per week.

The nature of the role and dynamic environment of the Congregation requires non-standard work hours and flexible work schedule.

Overall Scope of the Role:

The Director is responsible for envisioning, developing, and implementing excellent Children's Music and Drama programming and to create a vision for engagement and spiritual formation for children and youth through Christian music and drama.

Specific Responsibilities:

- Select/order music and supplies as needed for all weekly rehearsals for the following Children's Choirs: Cherub Choir (preK 3s & 4s), Spirit Singers (K-2nd grade), and Joyful Noise (3rd & 4th grade) and schedule additional rehearsals as needed.
- Organize at least once monthly meeting of the Middle School ensemble, the "Junior Worship Team," which focuses on learning skills as soloists and worship leaders, usually focused on contemporary worship music.
- Selection of Children's Choir's music for worship services, Family Worship, and Chapel services.
- Prepare children's choirs to sing a verse of a hymn – usually performed on the first Sunday of the month, as well as a prelude or anthem during the 10:00am worship service.
- Work with Director of Music to plan annual Nativity Pageant as a part of Christmas services. Responsible for planning, preparation and execution of all elements for the Pageant service.
- Work with Director of Music on an annual children's musical (or dramatic scenes presentation.) Responsible for planning, preparation and execution of all elements of the annual Children's Musical.
- Work with Director of Children's and Family Ministry to implement music during the weekly Church School music program for 3 year olds through 4th grade (based on scripture/lessons for the day or class "milestones") on Sunday mornings, as well as leading music for once-monthly Children's Chapel services (usually also on the first Sunday of the month, coinciding with when the children's choir sings in the 10:00am worship service.)
- Organize & maintain costume and props inventory as well as sheet music library and supplies.
- Maintain regular communications with Children's Choir members and families.
- Work as leader for the Children's Music & Drama Ministry team. Prepare and attend meetings approximately once every 6 weeks, more often before major events such as Nativity Pageant/Spring Scenes.

Approximate Schedule:

Tuesdays 3-6pm

Sundays 8:30am-1pm

Additional rehearsals to be scheduled by Director of Children’s Music and Drama, as needed. Any other work may be done remotely throughout the week, as long as communications deadlines are met.

Compensation:

Competitive salary, averaging \$500/week

Following is an overview of the calendar/schedule of events for the 2023-2024 program year:

August 21-23	Vacation Bible School
Sunday, Sept. 10	Kick-off Sunday, first day of church school (10am)
Tuesday, Sept. 12	First weekly choir rehearsals <i>(No rehearsals during New Canaan public school breaks, holidays, or New Canaan public school closures)</i>
Select Sundays in Oct-Dec	Begin working with children on Nativity Pageant (11:15am – immediately after church/church school)
Early December	Take choirs caroling at the New Canaan Inn during regular choral meeting time
	Take choirs caroling while ringing the Salvation Army Bell with Youth Groups
Dec. 24	4:00pm Family Christmas Eve service – present Nativity Pageant
Select Sundays Feb-May	work with children/rehearse for Children’s Musical/Scenes (11:15am – immediately after church/church school)
Ash Wednesday	Children sing during Family/Youth Lenten Ash Wednesday Service
First Sunday in May	Perform an African piece with the Chancel Choir for Masaai Sunday (coordinate with Director of Music on music selection)
Second or third week n May	Children’s Musical presentation during 10am service
	Perform musical at the New Canaan Inn during regular choral meeting time.
TBD	Mary Bradley Clark concert (7pm on a Saturday May-June, date to be determined with Director of Music)
Sun, June 9	Celebration Sunday – end of year celebration, children sing during 10am Service

The Congregational Church of New Canaan, New Canaan, CT

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