

NEW COVENANT PRESBYTERIAN CHURCH
YOUTH/MUSIC DIRECTOR
JOB DESCRIPTION

Summary: Because this is a full-time position comprised of two separate half-time positions; the philosophies and roles will be listed separately below. (Three weeks of vacation are given as a full-time ministry employee.)

MUSIC DIRECTOR

Mission of the Music Director Position:

The Music Director is responsible for providing the leadership in the area of music for New Covenant Presbyterian Church. This includes congregational praise music and hymns, adult choral music (preferably), and possibly children's music. The Music Director is encouraged to develop a music team or teams and an adult choir that will participate in scheduled Sunday worship services and at other special events in order to enhance the congregation's worship of the Lord.

Supervision:

The Music Director is under the direct supervision of the Lead Pastor.

Responsibilities:

- Select and schedule weekly praise music and hymns, in coordination with pastoral staff and worship elder.
- Schedule, lead and rehearse weekly with worship music team and/or choir to prepare for Sunday and special worship services.
- Schedule and provide basic training for volunteer sound, slide, and video/livestream technicians.
- Provide information on weekly music to musicians and church secretary.
- Prepare weekly worship slideshow of song lyrics, announcements, corporate confessions of sin, etc. and integrate pastor's sermon slides
- Seek to maintain and develop a diverse, interchangeable group of musicians to accompany blended musical styles.

- Seek to maintain and develop an adult choir (capable of directing choir preferred).
- Seek to develop/maintain a worship committee
- Work with the Lead Pastor to schedule, plan, and coordinate musical presentation for special worship services, including Easter Sunrise service, Christmas Eve, Thanksgiving, etc.
- Oversee the scheduling, planning, organizing and conducting of children's music and activities for annual Vacation Bible School.
- Manage administrative duties including organization of the music library, purchase of choral music, upkeep of the church CCLI license, scheduling of piano tuning, etc.
- Other duties as assigned by the pastoral staff.

YOUTH DIRECTOR

Mission of the Youth Director Position: The Youth Director coordinates the youth ministries at New Covenant Presbyterian Church. He is responsible for assisting in the development of our students as disciples of Christ and participating members of the family of God, with the goal of:

- developing knowledge of the Scriptures
- cultivating students' understanding of Christian character
- developing a Christian worldview
- learning how to live in Christian community together and as part of the larger family of God
- cultivating a view of reaching their friends with the gospel

Because of the limited hours available for the position, the Youth Director will work with and develop a team of adult volunteers, enlarging the scope of ministry.

Supervision:

The Youth Director is under the direct supervision of the Associate Pastor.

Responsibilities

- Lead and coordinate weekly youth group and guys/girls Bible studies or provide other regular opportunities for Biblical teaching and fellowship.

- Oversee and direct our combined youth group, which includes youth from a nearby church in our presbytery, as well as Evergreen Korean Presbyterian Church (in the same building).
- Schedule and lead bi-monthly Youth Committee meetings.
- Oversee planning of annual youth summer mission trip, to include coordinating support raising, logistics, scheduling, and other preparations.
- Oversee planning of annual middle and high school youth retreats/conferences, to include coordinating logistics, scheduling, transportation, and other preparations.
- Developing and training a team of parents, young adults, and other willing church members to assist in teaching, mentoring, and nurturing the students of our congregation.
- Shepherding youth group members in their spiritual growth, through fellowship and discipleship opportunities outside of weekly youth group.
- Assisting the Vacation Bible School Coordinator with planning, organization and conduction of Vacation Bible School, and encouraging involvement of and providing oversight for student/youth participants.
- Other duties as assigned by the pastoral staff.