# Immanuel Bible Church

6911 Braddock Road

Springfield, VA 22151

703.941.4124

www.IBC.church

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| Department: Music and Worship | | |
| Job Title: **Program Director of Student Music** NAME | | |
| Reports to: Executive Director of Music & Worship | | |
| Type of position: | Full-time | Hours: 40 hrs. per week  Updated 02-17-2021 |
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| General Description | | |
| The **Program Director of Student Music** will serve the Music & Worship Ministry of Immanuel Bible Church with its overall yearly programs with special attention given to music for Children and Youth under the authority and agreement with Immanuel Bible Church Doctrine, Pastors, Worship Council, and Elders. The primary purpose of this position is to prepare the musical offerings of the students (Children’s & Youth) to reflect the music used throughout the church in corporate worship and to unify the church body. | | |
| Primary Responsibilities | | |
| * Serve as an active voice within the Music & Worship staff, providing insight and experience for all events. * Participate in planning the yearly calendar in conjunction with Music & Worship staff. * Oversee the music and volunteers for Children’s/Youth Choir and Youth Band. * Serve as the communication conduit for all music events involving students and their parents. * Prepare students for special events such as Christmas Concerts, Fine Arts Camp, annual concerts, choir tours, etc. as requested. * Recruit, train, and schedule volunteers. * Mentor students to become leaders. * Other duties as assigned. | | |
| Desired Knowledge, Skills, and Qualifications | | |
| * Music degree or formal training. * Previous experience leading children’s and youth music. * Intermediate keyboard and/or guitar skills. * Basic conducting skills. * Knowledge of worship band instruments and how they can be used for worship. | | |
| Essential Knowledge, Skills, and Qualifications | | |
| * Spiritually mature individual, possessing effective oral and written communication skills. * Willingness to serve God and His people within the Music Ministry. * Knowledge of general computer systems, web-based programs, and social media tools. * Confirmed agreement with IBC Statement of Faith. * Loves working with and relates well to children. * Excellent music reading and vocal skills. * Strong organization and planning skills. | | |
| Suggested time dispersement | | |
| * Music & Worship (10 hours)   + Staff meeting   + Directors meeting   + Worship planning as it relates to Children’s/Youth Music * Children’s Music (14 hours)   + Children’s Choir     - Planning/Rehearsing/Communication   + VBS/Union Station/Special Services (ie. Christmas Eve)     - Resourcing/Song Selection * Youth Music (16 hours)   + Plan music for: Retreats, Mission Trips, Wed Night, Holiday Parties, Summer Events, etc.   + Youth Choir     - Planning/Rehearsing/Communication   + Youth Band     - Retreat planning, Sunday AM, Discipleship Support, Volunteer Coordination | | |