



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Director of Children & Youth Music			
Reports to:	Director of Music and Fine Arts	Effective:	PENDING
		Updated:	May 17, 2026
Directly Supervises:	Cherub Choir Director	Status:	Full-Time
		FLSA:	Exempt
Job Summary: The Director of Children's Music is responsible for planning, directing, coordinating, and providing oversight of all children ensembles and their artistic programs at Second Presbyterian Church.			
Essential Functions:			
Educate Children - Engage and nurture the musical gifts and talents of children, engendering and encouraging a love of God, a love of church, and a love for music and the arts as a means of public worship and private devotion - Develop opportunities and prepare young musicians, both vocal and instrumental, for participation in worship and for sharing their artistic gifts in other contexts of ministry. This may include ensembles for chorus, handbells, orchestra, etc., depending on candidate's expertise			
Provide Music Leadership - Conduct the Carol Choir (2nd-5th grade) - Initiate and coordinate opportunities for outreach events for each choir - Plan and execute children's music participation in worship throughout the program year - Plan and execute the musical components of the children's Christmas Eve Service - Serve as the music leader of Vacation Bible School, with the assistance of volunteers			
Communicate with Church Staff - Collaboration with MFA Department, Children's and Youth Staff, and other Children's Choir leadership - Educate directors and church staff as to the purpose, power, and meaning of Children Music Ministry - Serve as liaison between the Music and Fine Arts Department, Youth and Christian Education staff - Meet regularly with the Children and Youth Music Advisory Teams - Meet regularly with the Children's Choir faculty for training, planning, and general organizational tasks - Meet regularly with the Director of Music, the Music Department Staff, and the Music and Fine Arts Ministry Team - Recruit, train, and oversee choir director for younger choir - In cooperation with the Organist/Assistant Director of Music and Fine Arts, secure and equip accompanists for all children's choirs Conduct other choirs and ensembles as assigned, which may include leading sectional rehearsals for the Sanctuary Choir and acting as Substitute Director of the Summer Choir			
Communicate with Parents and Families - Educate parents and the congregation as to the purpose, power, and meaning of Children Music Ministry - Establish relationships with children and families by being actively involved during Sunday and Wednesday regular programs - Recruit and oversee the volunteer Children Music Librarian(s) - Recruit volunteer parent assistants for each choir - Communicate regularly with choir students and families through monthly newsletters, bulletin board, etc.			

Administrative Responsibilities

- Coordinate all activities of Second Presbyterian Children's Choir program
- Develop and maintain Children Music website page
- Create and distribute Children's Choir Music Handbooks (or equivalent document)
- Perform other duties as assigned by the Director of Music and Fine Arts
- Maintain Children Music Ministry budget, in collaboration with the Director of Music and Fine Arts
- Purchase appropriate music and instructional materials for Children's Choir program

Minimum Qualifications:

- Holds and demonstrates Christian values and is comfortable sharing their faith with children and adults
- Is highly creative and passionate about working with children and youth
- Possesses the ability to work effectively as a member of a large staff
- Exhibits excellent planning, organizational, and communication skills
- Bachelor's degree in vocal music or music education with specific study in children's and youth voices
- 3-5 years successful experience teaching music or directing children's music program
- Orff or Kodály certification preferred
- Experience working in a church setting preferred
- Experience supervising staff preferred

Physical Qualifications:

- Able to move freely in and out of different settings
- Able to conduct
- Able to sing clearly and in tune

Core Competencies:

Teaching: Exhibits knowledge and understanding of subject matter; demonstrates various teaching methods to address kinesthetic, visual, and auditory learners; withholds a strong rapport with children.

Conducting: Is a consistently effective conductor; communicates a clear and consistent beat pattern; projects the character and emotion of the music through gestures and techniques.

Worship Leadership: Facilitates relevant and inspiring worship music; selects worship music that reinforces a theme, scripture, or sermon; exemplifies appropriate behavior in a worship service setting to promote likewise behavior for children; fosters worship music moments that invite participants into an encounter with the divine.

Public Presence: Displays a comfortable ease in speaking with children and parents inside and outside of the church; knows how to be strongly present in the room without commanding the room.

Hospitality: Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.

